



**THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WHO ARE ALREADY RESIDING AND ELIGIBLE TO WORK IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY**

**LEGAL OFFICER
GENERAL LEGAL AFFAIRS DIVISION**

Background

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. It was proclaimed a Community through the "Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together", signed by the ASEAN Leaders during their 27th Summit in November 2015, calling the ASEAN Community to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN, with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting qualified Indonesian citizens or ASEAN Nationals who are currently residing and eligible to work in Indonesia to apply for the position of **Legal Officer**.

Duties and Responsibilities:

Reporting to the Director of Legal Services and Agreements Directorate and Senior Officer of General Legal Affairs Division, Community and Corporate Affairs Department, the Officer shall largely be responsible to:

1. Assist in drafting, negotiating and finalising agreements and contracts.
2. Assist in reviewing and maintain database on the application for the use of the ASEAN name.
3. Assist in providing legal views on matters relating to finance, budget, expense and management under the agreements and contracts to be consistent with ASEAN financial rules and regulations, especially in the context of operation of ASEAN Operations Budget or Project Funds.
4. Assist in reviewing internal rules and regulations, in particular the ASEC Staff Regulations and the ASEAN Secretariat Financial Rules and Procedures, as well as ensuring consistency and legitimacy of their application and implementation.
5. Maintain and update all procurement files and records.
6. Assist in rendering legal support and assistance to ASEAN institutions and entities associated with ASEAN.
7. Assist in the settlement of dispute/difference Perform other relevant duties commensurate with the post and as assigned by his/her supervisors.
8. Assist in providing legal support to relevant divisions of the ASEAN Secretariat and ASEAN bodies.
9. Participate in various meetings involving law and legal matters under the auspicious of ASEAN/ASEC.
10. Provide legal view on institutional and legal issues that affect the operation of the ASEAN Secretariat and ASEAN.
11. Assist in following up decisions of the meeting on legal related matters.
12. To perform any legal assignments tasked by supervisors.

Qualifications and Experience:

- Advanced degree in Law or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in technical role.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Very good oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.

- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Sound command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **IDR 16,835,950** and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation & life insurance, annual bonus of a month's basic salary, and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the 6-month probationary period.

How to apply:

Send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcripts, and complete ASEC Employment Application Form** attached with recent photograph.

Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Legal Officer.**

Application documents should reach the ASEAN Secretariat by **18 July 2022**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: <https://asean.org/careers/>