



**THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WITH PERMANENT RESIDENT STATUS IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY**

**SECRETARY FOR THE OFFICE OF
DEPUTY SECRETARY-GENERAL COMMUNITY AND CORPORATE AFFAIRS
(DSG CCAD)**

Background

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organization founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and social progress. It comprises the ten countries of Southeast Asia.

The entry into force of the ASEAN Charter on 15 December 2008 had provided new impetus to ASEAN's integration efforts by establishing a legal and institutional framework required to achieve the ASEAN Community by 2015. This includes the newly approved organizational structure of the ASEAN Secretariat that is aligned to the requirements of the Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC), and the ASEAN Socio-Cultural Community (ASCC). The ASEAN Secretariat is therefore well positioned to provide the necessary functions required to effectively support the community building process under the Charter and the Blueprints.

Currently the ASEAN Secretariat is looking for a qualified candidate to fill the position of **Secretary** for the office of Deputy Secretary-General for Community & Corporate Affairs Department (DSG CCAD).

Duties and Responsibilities

The duties will cover, but not limited to, the following:

1. Provide secretarial and administrative support to the office of DSG CCAD:
 - a. Prepare documents related to DSG's travel such as: Travel Authorization, flight booking, visa, hotel reservation and settlements paperwork.
 - b. Transportation arrangement for DSG's meetings and mission.
 - c. Arrange DSG's schedules for appointments and update calendar of meetings to be attended by DSG.
2. Coordinate and manage general correspondence:
 - a. Record incoming and outgoing letters/memos including filing, photocopying and distributing of incoming letters and memos to the relevant officers.
 - b. Establish and maintain a coherent filing system in accordance to ISO standard.
3. Coordinate meeting or events organised by DSG CCAD:
 - a. Services as a supporting staff in meetings or events organised by the office of DSG CCAD.
 - b. Prepare the logistic, room arrangement, distribute the material for meetings and ensure the preparation of the necessary equipment.
4. Perform other secretarial duties as assigned by DSG.

Qualifications and Experience

- At least D-III degree in Secretarial studies, Business Administration or Public Relations.
- At least **five (5) years** of experience as a secretary in multinational companies, international organizations or the public sector.
- Experienced in handling a wide range of administrative and executive support related tasks;
- Proven ability to work with deadlines in accordance with set priorities;
- Sound organizational skills and demonstrated capacity to exercise common sense and judgment; strong interpersonal skills;
- Well-organized, flexible and enjoy the administrative challenges in supporting diverse people and programmes;
- Experience in cross-cultural environment and international settings;
- Good command of English, written and spoken.

General requirements:

Computer literacy and proficiency in the use of Microsoft Office tools (Word, Excel, Outlook, Powerpoint); ability to multi-task, work long and irregular hours, and perform tasks outside the usual job scope; ability to function effectively, independently and as part of a team; a willingness to travel overseas on short notice.

Remuneration and Benefits

Successful candidate will be offered the post with a **probation period of six months** and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation insurance, and an annual bonus of a month's basic salary. Upon completion of the probationary period, the candidate will be confirmed on an initial contract of up to three-years, inclusive of the six-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, including a recent passport-sized photograph and certified true copies of educational certificates obtained, and completed Employment Application Form, which can be downloaded at www.asean.org.

Please indicate on the subject: **Application for Secretary for DSG CCAD.**

Application documents should reach the ASEAN Secretariat by **21 July 2013.**

The Selection Committee's decision is final and only shortlisted candidates will be notified.

Incomplete applications shall not be considered.
