



**THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR
NATIONALS OF ASEAN RESIDING IN INDONESIA
TO APPLY FOR THE POSITION OF

TECHNICAL OFFICER
GENERAL ADMINISTRATION**

Background

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organisation 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 organisational 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 **Technical Officer – General Administration**, who will work under Admin, Protocol & Conference Services Division, Corporate Affairs Directorate, Community & Corporate Affairs Department.

Duties and Responsibilities:

1. Provide technical and administrative support to the Division
 - Facilitate and provide logistical support in relation to meetings;
 - Ensure the smooth operations of receptions counter and incoming/outgoing mails;
 - Ensure that office supplies are sufficient and fixed assets are properly recorded including tagging number on each fixed asset;
 - Ensure that the inventory list of office supplies and fixed assets are accurate and up-to-date;
 - Ensure that the housing rental contract of ORS is in line with the employment contract and with ASEC minimum requirements;
 - In charge of matters related to SG's residence.

2. Manage contacts with various vendors
 - Compile all contracts with vendors;
 - Manage the process of contract renewal;
 - In collaboration with Technical Officer Procurement, coordinate and liaise with Finance and Budget Division regarding payments to vendors;
 - Assist the Senior Officer Administration and Procurement on the tasks related to procurement and ticketing services.
3. Carry out administrative procedures
 - Compile the ISO monthly monitoring quality targets for the Administration team;
 - Perform other relevant duties as assigned by the Assistant Director, Senior Officer and/or higher authorities of the ASEAN Secretariat.

Qualifications and Experience:

- Bachelor Degree in Business Administration, Management or an appropriate related field or discipline with a minimum five (5) years relevant work experience in technical role.
- Demonstrated knowledge and technical skills in the relevant area and ability to acquire them.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- Good command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

Remuneration and Benefits:

Successful candidate will be offered the post with a probation period of six months and monthly salary commensurate with his/her personal qualifications starting from **IDR 5,000,000**. There are other applicable benefits which include 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 up to three-year contract, 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 heading: **Application for Technical Officer - General Administration.**

Application papers should reach the ASEAN Secretariat by **31 July 2013**.

The Selection Committee's decision is final and only short-listed candidates will be notified.

Incomplete applications will not be considered.
