



**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**

**SECRETARY
PROGRAMME COOPERATION and PROJECT MANAGEMENT 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 contributing towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia, with Timor Leste as an Observer. It was proclaimed a community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together,” signed by the ASEAN Leaders during the 27th ASEAN Summit in Kuala Lumpur, Malaysia, in 2015. The ASEAN Community Vision 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

During the 46th ASEAN Summit in Kuala Lumpur on 26 May 2025, the Leaders adopted the Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future, along with the Strategic Plans of the three ASEAN Community Pillars, namely the ASEAN Political-Security Community, the ASEAN Economic Community and the ASEAN Socio-Cultural Community as well as ASEAN Connectivity, to guide ASEAN's long-term trajectory toward a more adaptive, cohesive, and dynamic regional organisation.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of the ASEAN Member States. Its primary functions are to enhance the efficiency of ASEAN organs' coordination and to facilitate the effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve centre of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In alignment with ASEAN 2045: Our Shared Future and Key Aspirations of the three pillars of the ASEAN Community and ASEAN Connectivity, the ASEAN Secretariat is inviting Indonesian citizens or ASEAN nationals who are already residing and eligible to work in Indonesia to apply for the position of **Secretary for Programme Cooperation and Project Management Division**, Community and Corporate Affairs Department.

Duties and Responsibilities:

Reporting to the Assistant Director/Head and Senior Officer of Programme Cooperation & Project Management Division (PCPMD), the Secretary shall be responsible to:

1. Provide secretarial and administrative support to the respective Division.

- Prepare and maintain a coherent filing system;
- Arrange hotel reservation, ticketing and prepare Travel Authorization for the staff travelling to attend meetings.

2. Coordinate and manage general correspondence.

- Prepare routine correspondence in support of the tasks of the PCPMD.
- Record incoming and outgoing letters/memos including distribution of incoming letters and memos to the relevant officers.
- Arrange schedules for appointments of the Assistant Director/Head of the Division.

3. Coordinate meetings/ events organised by the ASEAN Secretariat

- Services as a supporting staff in meetings organised by the ASEAN Secretariat.
- Arrange logistics for meetings.
- Compile and produce document kit for meetings.

4. Others

- Prepare and update weekly schedules of Assistant Director/Head of Divisions and the Division.
- Perform other tasks as required by Assistant Director/Head and Senior Officers of the Division.

Qualifications and Experience:

- Completion of Diploma of Secretary, Business Administration, Public Relations, or other appropriate diploma, technical or other training relevant to the position and a minimum of one (1) year experience in executive support role.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Ability to communicate effectively with colleagues at all levels of the organisation.
- Demonstrated commitment to collaborative work practices.
- Competent level of oral and written communication skills, including experience in cross- cultural environment and international settings.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability to maintain confidentiality of matters related to work place.
- Familiarity with protocol matters.
- Sound command of English, written, and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **IDR 6,719,300** 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 Secretary PCPMD**.

Application documents should reach the ASEAN Secretariat by **2 October 2025**. 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/>.
