



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

**TECHNICAL ASSISTANT
Project for Strengthening Capacity Building in Agriculture Sector 3
in ASEAN Countries (CB Project) – Phase 3**

Background

ASEAN has shown steady economic growth and ASEAN Economic Community (AEC) has been established at the end of 2015. However, from agriculture development sector perspective which still play an important role in the region, levels of food value chain (FVC, including production, processing, distribution and marketing) are different among ASEAN Member States (AMS). Moreover, agriculture sector always faces risk of natural disaster and climate change.

To support capacity development in agricultural sector in AMS, Ministry of Agriculture, Forestry and Fisheries (MAFF) of Japan has been cooperating on “Project for Strengthening Capacity Building in Agriculture Sector in ASEAN Countries” (“CB Project” and “CB Project phase 2”) which started in October 2011. These projects aimed to enhance capacity building of agriculture related practitioners/officials such as farmers, members of agricultural cooperatives, extension workers/officials and agri-business leaders in AMS through training courses, seminar and dispatch of Japanese experts.

This project will enter into the third phase in October 2017 and will be completed end of September 2020. The activities of this project, comprise almost same as these of phase 2 which has high evaluation by AMS, are as follows;

- 1) To conduct training courses to enhance FVC ability in AMS.
- 2) To implement training courses (including bilateral training course) or a seminar in Japan taking request of AMS into consideration.
- 3) Dispatching Japanese short-term experts for guidance/lecture in related areas.
- 4) Holding Annual Coordination Meeting (ACM) to coordinate and decide the activities of the proposed project.
- 5) Monitoring and evaluating activities of the proposed project.

Qualified Indonesian Citizens or ASEAN nationals who are currently residing and recruited in Indonesia are invited to apply for the advertised position.

Duties and Responsibilities:

The **TECHNICAL ASSISTANT** shall be ASEC Technical Assistant-level position to provide general assistance to the Project Coordinator to ensure efficient and effective design and implementation of CB Project. The duties of the incumbent will cover, but not limited to the following:

1. Scheduling management of all activities under CB Project
2. Accounting management of all expenditure and budget in CB Project
3. Liaise and coordinate with counter persons in every AMS to plan, prepare and implement activities under CB Project including budget, accounting and logistics
4. Liaise and coordinate with related divisions in ASEC to facilitate activities under CB Project
5. Liaise and coordinate with relevant stakeholders such as entrusted party and MAFF of Japan
6. Making documents and materials necessary for activities in CB Project under the direction of Project Coordinator
7. Travel to AMS frequently to attend and observe training courses and seminars, and conduct monitoring and evaluation work
8. Assist other tasks related to CB Project assigned by Project Coordinator

Qualifications and experience:

- Bachelor degree preferably in an area relevant to program management, international relations or agriculture.
- Minimum three (3) years of relevant work experience in an area relevant to program management, international relations, agriculture or administrative/technical role.
- Demonstrated knowledge, communication and technical skills in the relevant area and the ability to acquire them.
- Demonstrated ability to work independently, plan and organize tasks and work flows, and produce outputs with accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organizational environment and in work planning and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Ability to multi-task, and willingness to work long and irregular hours, perform tasks outside the usual job scope, and travel frequently on short notice.
- Good command of English, communication and writing.

- Competency in computer skills with good knowledge and proficiency of Microsoft Office (Word, Excel and PowerPoint) and Outlook.
- Familiarity with agricultural related knowledge and agricultural policy in Japan. Communication skills of Japanese is an advantage.

Remuneration and Benefits:

Successful candidate will be offered a monthly salary of USD 1,500, inclusive of all allowances. A probationary period of three months shall be applied. Upon successful completion of the probationary period, the candidate will be confirmed until 30 September 2020 taking into account satisfactory performance. The contract shall be renewed on an annual basis.

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 **complete ASEC Employment Application Form** attached with recent photograph. Incomplete application shall **NOT** be considered.

Please indicate on the subject heading: **Application for Technical Assistant for CB Project.**

Application documents should reach the ASEAN Secretariat by **15 July 2017**. The Selection Committee's decision is final and only shortlisted candidates will be notified. No application documents will not be returned.

Note:

ASEC Employment Form can be downloaded at: www.asean.org/opportunities/asec-employment-form
