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

TECHNICAL OFFICER – TRANSNATIONAL CRIME SECURITY COOPERATION DIVISION 1

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 recruited in Indonesia to apply for the position of: Technical Officer Transnational Crime, Security Cooperation Division 1.
Duties and Responsibilities:

Reporting to the Senior Officer Security Cooperation Division 1, ASEAN Political-Security Community Department, the Technical Officer shall largely be responsible to:

1. Provide technical and administrative support to the ASEAN bodies with respect to Meetings
   - Compile and/or provide the relevant documents such as briefing notes, talking points, presentations and other reference documents for the Meetings.
   - Assist with and/or draft meeting and/or mission reports.
   - Assist with the coordination of the preparation, service and follow-up actions and decisions of Meetings.
   - Assist with the coordination of the follow-up actions and decisions with relevant internal and external parties.
   - Assist the host country/organiser with Meeting preparations.
   - Assist in facilitating communication and coordination with and among relevant internal and external parties.

2. Provide administrative support with respect to implementation of programmes and projects
   - Assist in formulating, appraising and implementing programmes/projects.
   - Maintain and report the overall status of the projects to ASEAN Member States.
   - Ensure project proposals submitted are aligned with ASEAN documents and procedures.

Qualifications and Experience:

- Bachelor's degree in International Relations, Political Science or an appropriate related field or discipline with a minimum five (5) years of relevant work experience in technical role.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and the 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 ability to develop, implement, monitor and review policy and procedures.
- Demonstrated commitment to collaborative work practices.
- 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 a basic salary of IDR 11,611,000 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 complete ASEC Employment Application Form attached with recent photograph. Incomplete application shall NOT be considered.

Please indicate on the subject heading: Application for Technical Officer Security Cooperation Division 1.

Application documents should reach the ASEAN Secretariat by 17 November 2017. The Selection Committee’s decision is final and only shortlisted candidates will be notified.

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

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