



**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
ASEAN CONNECTIVITY 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 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 ASEAN Connectivity Division.**

Duties and Responsibilities:

Reporting to the Assistant Director ASEAN Connectivity Division, Office of Secretary-General, the Technical Officer shall be responsible to :

1. Provide technical support, including preparation of briefing notes, presentation materials, and information papers, to the implementation of MPAC 2025 initiatives and projects;
2. Provide technical and administrative support to the relevant meetings of ASEAN bodies, especially the ASEAN Connectivity Coordinating Committee meetings.
3. Participate in sector and thematic networks related to connectivity to keep abreast of latest developments and issues.
4. Prepare annual Division budget and monitors the utilisation of Division budget to ensure that expenditures are properly accounted for and that deviations from forecasts are justified.
5. Support the Assistant Director for ASEAN Connectivity Division in undertaking work on ASEAN Connectivity and any other duties assigned.

Qualifications and Experience:

- Bachelor degree in Economics, Management, International Relations or an appropriate related field or discipline with a minimum five (5) years relevant work experience in technical role.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Very good oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Sound command of English, written and spoken.

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 for Bachelor and Master degree**, 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 ASEAN Connectivity.**

Application documents should reach the ASEAN Secretariat by **18 May 2018**. 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
