



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

**ASSOCIATE OFFICER  
PROGRAMME COOPERATION & 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 contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. 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, 2015. The ASEAN 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.

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. It is also envisioned to be the nerve center 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 the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, 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: **Associate Officer, Programme Cooperation & Project Management Division.**

## **Duties and Responsibilities:**

Reporting to the Assistant Director and Senior Officer of the Programme Cooperation & Project Management Division, the Associate Officer shall be responsible to:

### **1. Project Appraisal and Approval Process**

- Conduct compliance review on submitted project proposals and facilitate its appraisal in accordance with SOP Project Appraisal and Approval (SOP PAA).
- Manage incoming and outgoing correspondences from desk officers.
- Alert desk officers/supervisors to urgent issues, follow-up and requests that require immediate attention and action.

### **2. Database Management**

- Ensure data quality, reporting, and analysis of ASEAN cooperation projects by regularly checking the database for any issues
- Updating, tracking, documenting and verifying system for project performance indicators, including data collection forms, monitoring reports, hard copies of verification documentation, etc.
- Facilitate and coordinate input of project proposals data into the ASEAN Cooperation Project Tracking and Database System, including training of prospective users.
- Provide quality assessments for all data needs prior to being reported to ASEAN Member States and ASEAN Secretariat divisions.
- Provide and collect data for external partners -requested reports (where applicable).
- Provide support to the future development and operations of ASEAN Cooperation Project Tracking and Database System.
- Responsible for generating reports as requested by supervisors.

### **3. Servicing ASEAN meetings (the Sub-Committee on Development Cooperation meetings and other meetings related to cooperation development)**

- Assist in developing draft papers or reports for meetings; and
- Undertake research and archival search of relevant documents.

### **4. Project Monitoring and Evaluation**

- Assist in monitoring project approvals, and liaising with relevant divisions on the project implementation and completions
- Monitor the overall status of ASEAN cooperation projects, including generating weekly report of the status of project appraisal and approval.
- Conduct compliance review of received project progress and completion reports
- Facilitate and coordinate input the project annual and completion reports into the project database
- Assist in future development on ASEAN Cooperation Project Tracking and Database System as part of the over-all monitoring and evaluation of projects.

### **5. Others**

- Supporting the team, as needed, for day to day work
- Providing administrative support as required.

## **Qualifications and Experience:**

- Bachelor degree in Computer Science, Economic, Development Studies, Social Science, Political Science or relevant qualification.
- Demonstrated knowledge, research and technical skills in administering programme/project, database management, database analysis, or related technical field 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.

- Full command on Microsoft Application (Word, Excel, Power Point) and database management tools, and electronic communication.
- Good oral and written communication skills, including experience in cross-cultural environment and internal setting.
- 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 and maintain sound working relationship with stakeholders
- Ability to work independently and in a team environment.
- Experience working with regional organization is desirable.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **IDR 8,295,000** 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](mailto: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 Associate Officer Programme Cooperation and Project Management Division.**

Application documents should reach the ASEAN Secretariat by **26 August 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](http://www.asean.org/opportunities/asec-employment-form)

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