



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

**PROJECT ASSISTANT  
JAPAN-EAST ASIA NETWORK OF EXCHANGE FOR STUDENTS AND YOUTH (JENESYS)  
EDUCATION, YOUTH AND SPORTS DIVISION**

**Background**

The Japan-East Asia Network of Exchange for Students and Youths (JENESYS) is an initiative by the Government of Japan to continuously promote a people-to-people exchange between Japan and ASEAN Member States, and between Japan and other countries such as Timor-Leste and India. Since its inception in 2007, JENESYS has benefitted more than 30,000 youth across the ASEAN region and Japan through a large-scale youth exchange programme. Throughout its ten years of implementation, JENESYS has fostered mutual trust and understanding as well as built a strong foundation of future friendship and cooperation between ASEAN and Japan. In 2015, JENESYS became a recurring ASEAN project, mobilising around 2,000 students and youth each year.

The position is full-time and is open for Indonesian citizens or nationals of ASEAN residing in Indonesia. Project Assistant for JENESYS shall report to the Assistant Director/Head of Education, Youth and Sports Division. The candidate will be offered a one-year contract with a possibility of extension.

**Broad Functions and Responsibilities:**

1. Serve as the JENESYS Programme Focal Point at the Education, Youth and Sports Division of the ASEAN Secretariat with regard to the implementation and operations of JENESYS Programme.
2. Support and maintain communication and coordination among stakeholders in the JENESYS Programme including the Ministry of Foreign Affairs (MOFA) Japan, Japan-ASEAN Integrated Fund Management Team (JMT), the project implementing agency, the ASEAN Member States and other relevant divisions in the ASEAN Secretariat.
3. Provide administrative support to the Education, Youth and Sports Division with respect to communications, promotions, project appraisal and approval processes, project implementation, monitoring and evaluation, alumni activities, and project reporting exercises.
4. In performing the tasks, the Project Assistant shall treat all documents and papers of JENESYS as confidential. The Project Assistant will only be given access to relevant ASEAN documents as deemed necessary by the ASEAN Secretariat through the Education, Youth and Sports Division.

### **Duties and Responsibilities:**

1. Assist in the management, coordination and implementation of JENESYS Programme under the purview of the Education, Youth and Sports Division:
  - a. Provide follow-up support to day-to-day communications of the Education, Youth, and Sports Division with internal and external stakeholders with respect to the JENESYS Programme.
  - b. Coordinate JENESYS project phases in a timely manner through liaising with the implementing agency and relevant parties such as selection of participants, design and implementation of the JENESYS activity batches, preparation of evaluation and reports in coordination with ASEC participants/representatives.
  - c. Coordinate and ensure that implementing agency submits all required project completion reports and documents to the ASEAN Secretariat in satisfactory and timely manner.
  - d. Assist in the conduct of JENESYS alumni activities convened by the ASEAN Member States and/or by the ASEAN Secretariat and its partners.
  - e. Assist in documentation and publication of outcomes of JENESYS activity batches through print and non-print media.
  
2. Assist in administrative and finance matters with respect to travel arrangements and financial report of the JENESYS Programme:
  - a. Assist the Head of Division in planning, budgeting and monitoring of the JENESYS Overhead Costs Allowance, in adherence with the ASEAN Secretariat Rules and Guidelines.
  - b. Assist in logistics and travel arrangements of relevant ASEAN Secretariat officers and representatives in participating in various JENESYS activity batches in Japan and other ASEAN countries.
  - c. Liaise with Finance and Budget Division in monitoring the implementing agency's compliance with the ASEAN Secretariat Rules and Procedures.
  
3. Other Duties/Additional Tasks:
  - a. Assist the Education, Youth and Sports Division in developing and maintaining JENESYS Programme and youth database management.
  - b. Support the Education, Youth and Sports Division in implementation and monitoring of youth projects and activities, and providing inputs to project proposals, reports and other documents.
  - c. Execute other office duties as required by the Education, Youth and Sports Division and according to the ASEAN Secretariat Rules and Procedures.

### **Qualifications and Experience:**

- At least Bachelor's Degree in any discipline, preferably in Social Sciences majoring in Education, International Relations or Development.
- Technical skills, knowledge and experience in project management and/or relevant fields.
- Experience in development and implementation of a large-scale and multi-sector youth project is an advantage.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.

- Good oral and written communication skills, including experience in cross-cultural environment and international settings.
- Good interpersonal skills, demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Good IT skills with adequate knowledge of Microsoft Office and Outlook. Working knowledge of project database management is preferred.
- Good command of English, written and spoken.

### **Remuneration and Benefits:**

The successful candidate will be offered a monthly lump sum salary of IDR 13,019,650 inclusive of basic salary, transportation allowance, gratuity, annual bonus, and insurance, upon successful completion of the probationary period of three (3) months.

### **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 complete ASEC Employment Application Form** attached with recent photograph. Applications sent without the three documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Project Assistant for JENESYS EYSD.**

Application documents should reach the ASEAN Secretariat by **6 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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