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

TECHNICAL OFFICER
POLITICAL COOPERATION DIVISION 2

Background

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of establishing a firm foundation for common action to promote regional cooperation in South East Asia in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. It comprises ten (10) countries of Southeast Asia. ASEAN was proclaimed a Community through the Declaration signed by the ASEAN Leaders during the 27th ASEAN Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, working towards 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 employed with an authorized working permit in Indonesia to apply for the position of Technical Officer Political Cooperation Division 2. This position reports to Assistant Director Political Cooperation Division 2, ASEAN Political-Security Community Department.
Duties and Responsibilities:

1. Provide technical and administrative support to the relevant ASEAN bodies and their respective meetings such as the APSC Council, the AMM, the SEANWFZ Commission, the SEANWFZ Executive Committee, the ASEAN SOM, and their working groups:
   - Prepare document kits and logistics for the meetings.
   - Compile and/or provide the relevant documents such as briefing notes, talking points and presentations for the Meetings.
   - Assist in the rapporteuring work in the meetings.
   - Prepare internal mission reports.
   - Assist in coordinating follow-up actions and decisions with relevant internal and external parties.

2. Provide technical and administrative support to the implementation of the ASEAN Charter, the TAC, the SEANWFZ Treaty and the Declaration on the Conduct of Parties in the South China Sea (DOC):
   - Assist in monitoring the implementation of the ASEAN Charter;
   - Assist in monitoring the implementation of the TAC and providing the administrative support for the accession of external parties to the TAC;
   - Assist in monitoring the implementation of the Plan of Action to Strengthen the Implementation of the SEANWFZ Treaty;
   - Assist in monitoring the implementation of the DOC;
   - Assist in preparing progress reports, information papers and presentations on issues related to the implementation of the TAC, the SEANWFZ Treaty and the DOC;
   - Assist in preparing answers to media interviews on issues related to ASEAN political cooperation.

3. Provide technical and administrative support to the implementation of programmes and projects in the area of political cooperation.
   - Liaise with relevant sectoral bodies, ASEAN Member States and external parties on projects and activities in the area of political cooperation.
   - Provide technical support to the implementation of projects and activities in the area of political cooperation.
   - Assist in preparing and appraising project proposals, as required.

4. Compile data and maintain records
   - Compile data on issues related to ASEAN political cooperation for reference.
   - Maintain data records and documentation of the meetings, activities and initiatives under the purview.
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 on policy, research and technical skills in the relevant area and ability to acquire them.
- 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.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated sound problem solving in a complex organisational environment and in work planning.
- Ability to multi-task, work long and irregular hours, and often times under pressure.
- Willingness to undertake additional responsibility and tasks as and when required which are in line with inspirations of the respective ASEAN sectoral bodies.
- Willingness to travel frequently sometimes 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 an 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. Applications sent without the three documents mentioned above will NOT be considered.

Please indicate on the subject heading: Application for TO Political Cooperation Division 2.

Application documents should reach the ASEAN Secretariat by 2 November 2016. 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.

*******