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

TECHNICAL OFFICER
SECURITY 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 Security Cooperation Division 2. This position reports to Assistant Director Security Cooperation Division 2, ASEAN Political-Security Community Department.
**Duties and Responsibilities:**

1. **Provide technical and administrative support to defence-related meetings**
   - Prepare/compile relevant documents such as briefing notes, talking points and presentations for the meetings.
   - Assist with and/or draft meeting and/or mission reports.
   - Assist with the preparation of meetings and coordination of the follow-up actions and decisions arising from the meetings with relevant internal and external parties;
   - Provide technical inputs in the meetings as required.

2. **Facilitate requests from the ADMM and ADMM-Plus Countries, general public and relevant divisions in the ASEAN Secretariat**
   - Provide support as a general resource person.
   - Liaise with stakeholders from the Ministry of Defence, Ministry of Foreign Affairs and military establishments of ASEAN and the partner countries as well as general public
   - Provide inputs on the implementation of the Work Plan of various defence activities
   - Provide inputs/updates relevant to ADMM and ADMM-Plus upon the request of relevant divisions in the ASEAN Secretariat

3. **Web Administrator of the ADMM Website**
   - Update contents of the ADMM Website.
   - Work closely with relevant divisions in the ASEAN Secretariat and the web developer to address technical problems with the ADMM Website.

**Qualifications and experience:**

- Preferably postgraduate degree in International Relations or Political Science with minimum three (3) years relevant work experience or Bachelor’s degree in an appropriate related field or discipline with a minimum five (5) years of relevant work experience in technical role;
- Excellent command of English, written and spoken. Skills in writing official correspondence and documents would be an advantage.
- Strong interest in working with government agencies and good understanding of government bureaucracy, particularly in the areas of political security and defence.
- Knowledge of defence and security issues, research and technical skills.
- Ability to develop, implement, monitor and review cooperation projects.
- Ability to plan and organise tasks and work flows, with accuracy and adherence to deadlines.
- Ability to multi-task, work long and irregular hours, and often times under pressure
- Ability to develop and maintain sound working relationships with stakeholders.
• Sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
• Proven skills in problem solving in a complex organisational environment and in work planning.
• Willingness to undertake additional responsibility and tasks as and when required which are in line with the needs of the respective ASEAN sectoral bodies.
• Willingness to travel frequently sometimes on short notice.
• 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 Security Cooperation Division 2.

Application documents should reach the ASEAN Secretariat by 3 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.

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