



**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
CULTURE & INFORMATION 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, Culture & Information Division.**

Duties and Responsibilities:

Reporting to the Assistant Director of the Culture & Information Division, the Associate Officer shall be responsible to:

- 1. Provide administrative support with respect to the implementation of programmes and projects in the area of culture and information.**
 - Provide the relevant documents and logistics assistance for the meetings of the culture and information sectors.
 - Assist in the rapporteur work in meetings, prepare background/ information papers, talking points, etc.
 - Coordinate the follow-up actions and decisions.
 - Monitor project reporting of ASEAN Member States (AMS).

- 2. Facilitate the requests of ASEAN Member States.**
 - Prepare, compile and maintain data records and documentation of the activities, decisions and initiatives of the culture and information sectors.
 - Provide information, liase, and assist in the administrative work related to meetings and project activities of Member States and the ASEAN Secretariat.
 - Coordinate with Host Countries & prepare annual calendar of meetings.
 - Process disbursements of the ASEAN Cultural Fund and ASEAN Dialogue Partner funds.

- 3. Provide administrative assistance for the culture and information sector's online platforms**
 - Daily update/maintenance, including compilation of materials on culture and information activities organised by Committee of Culture and Information (COCI), including relevant content for the ASEAN Culture and Information Portal, ASEAN Virtual Learning Resource Centre website, and social media platforms (such as Facebook and Twitter).

- 4. Perform other duties as may be assigned by the Supervisors.**

Qualifications and Experience:

- Bachelor degree in Communications, Social Sciences, ICT or relevant qualification.
- Demonstrated knowledge, research and technical skills in administering programme/project and managing media website portal 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.
- Demonstrated commitment to collaborative work practices in multi-cultural environment.
- Proven skills in problem solving in a complex organisational environment.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willing to travel on short notice.
- Good interpersonal skills as well as strong written and verbal communication skills.
- English proficiency and computer literacy are pre-requisites for this position.
- Experience in cross-cultural environment and international settings is an advantage

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 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 Culture & Information.**

Application documents should reach the ASEAN Secretariat by **19 June 2017**. 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
