



TERMS OF REFERENCE

**Project for Human Resource Development in Food-Related Areas through
Partnership with Universities in ASEAN Region (HRD)**

Assistant Project Officer

Background

ASEAN has attained a certain level of economic development, particularly in the food and agriculture sector. However, the development gap among ASEAN Member States (AMSs) remains large, while differences in management systems create a major barrier for regional harmonization. Addressing the development gap and system differences through knowledge/technology transfer and harmonization of food and agricultural standards are essential for economic advancement and global competitiveness of the region.

The undeveloped system for storing, processing, and distributing agriculture products, along with the lack of human resources to manage these processes have contributed towards food loss, posing a threat to food security and income distribution of farmers in the region. Building “value-chain” or connecting each component of agricultural and food production, storage, processing, and distribution could help reduce inefficiency in the supply chain due to food loss.

The Project for Human Resource Development in Food-Related Areas through Partnership with Universities in ASEAN Region (HRD) aims to directly contribute to human resource development in ASEAN by providing young generation, especially university students and young experts’ practical know-how, and skills through;

- (a) Establishing partnership programs on food-related areas at universities in ASEAN region, including supporting students and researchers to join in programs or academic meetings in AMSs and Japan.
- (b) Educational and academic contribution from researchers or experts from related sectors, whereas the project also provides necessary investigative output.
- (c) Strengthening partnership and creating networks and implementing collaborative research at various levels including, academic-industrial and among different players in the industry along the value chain (e.g., agricultural production and processing).
- (d) Implementing training programs, such as seminars, workshops, training tour in AMSs or in Japan, and internship in Japanese companies, for nurturing acquired core knowledge through the project.

Through these activities, the Project aims to establish an effective linkage between educational institutions in ASEAN and the advanced but practical know-how of Japanese industries.

The Project has 6 components; namely 1) Class offering, 2) Ad hoc (thematic) seminar, 3) Investigative output from the experiences of the project, 4) Construction and management of Project Website, 5) Advisory Committee, and 6) Project management.

All activities of the Project are coordinated by a Japanese Project Coordinator (PC), who is assigned in ASEAN Secretariat (ASEC), in consultation with the Assistant Director of Food Agriculture and Forestry Division (FAFD).

The Project will be implemented for three (3) years commencing from January 2018 until December 2020.

Duties and Responsibilities

Reporting directly to the Project Coordinator, the Assistant Project Officer shall assist in the management, implementation, and monitoring of the “Project for Human Resource Development in Food-Related Areas through Partnership with Universities in ASEAN Region.” More specifically, the Assistant Project Officer shall be responsible to:

1. Provide appropriate technical and administrative support with respect to the Project.
2. Liaise inside ASEAN Secretariat and between ASEAN Secretariat, target universities, and relevant government entities on the activities of the Project.
3. Collect, compile and handle the necessary information and data for project implementation.
4. Coordinate with counterparts on financial processing and preparation of related documents.
5. Assist in conceptualizing, formulating, appraising, implementing and monitoring the activities of the Project.
6. Maintain records and documentation on the activities of the Project.
7. Draft correspondences on matters pertaining to the implementation of the Project.
8. Assist in bookkeeping of the Project budgets.
9. Assist logistical works for activities related to the Project and project staffs.
10. Assist in procuring necessary office supplies.
11. Support other tasks related to the Project assigned by the PC.

Competencies

1. Demonstrated ability to support tasks and workflows, with proven accuracy under pressure and in adherence to deadlines.

2. Demonstrated ability to develop technical skills and knowledge in the relevant area of project implementation.
3. Demonstrated ability to develop and maintain sound working relationships with stakeholders.
4. Demonstrated ability to multi-task and perform tasks outside the usual job scope

Qualification Requirements

Education: Minimum bachelor degree in agriculture, food industry, economics, international relations, Japanese studies or related field from a reputable university.

Work Experience: Experience in administrative work, accounting or project management in cross-cultural environment and international settings.

Languages: Good oral and written communication skills in English. A communication skill of Japanese is an advantage.

General qualifications: Competency in computer skills with adequate knowledge of Microsoft Office tools and Outlook are relevant to the position.

Remuneration

The successful candidate will be offered a monthly salary of USD 700, inclusive of all allowances. A probationary period of three months shall be applied. Upon successful completion of the probationary period, the candidate will be confirmed until 31 December 2019. The contract shall be renewed on an annual basis based on the results of performance review.

Kindly send your application to the Project Coordinator Mr. Eiji Hatano at eiji.hatano@asean.org highlighting your suitability and potential contribution to the position together with a detailed CV, certified 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 copy furnish your application to Mr. Joseph Arbiol at joseph.arbiol@asean.org, Ms. Anita at anita.permatasari@asean.org, and Ms. Maria Octora Yanti at maria.octora@asean.org.

The application document should reach the ASEAN Secretariat by 27 November 2018.

Note:

The ASEC Employment Form can be downloaded at: www.asean.org/opportunities/asec-employmentform