



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

FOOD, AGRICULTURE & FORESTRY OFFICER

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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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.

The ASEAN Regional International Support from EU (ARISE) Plus Programme supports greater economic integration in ASEAN through the implementation of the ASEAN Economic Community Blueprint 2025 and strengthening institutional capacity. One of the specific objectives of the ARISE Plus Programme is to strengthen institutional capacities through, in particular, managing the integration process with an emphasis on progress monitoring and impact assessment, including statistics, coordination and management, and improved capacity among ASEAN bodies and the ASEAN Secretariat.

In line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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: **Food, Agriculture & Forestry Officer**.

Duties and Responsibilities:

Reporting to the Assistant Director (ADR) and Senior Officer (SO) of the Food, Agriculture & Forestry Division (FAFD), the Officer shall be responsible to:

- Provide administrative and technical support with respect to cooperation in food, agriculture and forestry in the ASEAN region.
- Manage the technical administrative support to the ASEAN bodies with respect to meetings.
- Support the SOs and ADR in undertaking the administrative and substantive work of the Division and perform other duties as may be assigned by them or higher authorities. This include:

1) Manage and coordinate activities and provide required support for the implementation and monitoring of activities under the assigned working groups/ experts groups under SOM-AMAF.

- i. Coordinate and provide required support for the implementation and monitoring of activities under the assigned working groups/experts group under SOM-AMAF.
- ii. Represent the ASEAN Secretariat in the assigned meetings of ASEAN bodies and other organisations in the food, agriculture and forestry sector and serve as resource person and coordinate report of the meeting.
- iii. Coordinate responses to queries from ASEAN Member States with respect to the ASEAN cooperation in food, agriculture and forestry.
- iv. Perform other duties as assigned by Head of the Division and higher authorities.

2) Provide appropriate technical and administrative support with respect to cooperation in food, agriculture and forestry in the ASEAN region.

- i. Maintain records and documentation of the activities, decisions, and initiatives in the development of the regional cooperation in food, agriculture and forestry.
- ii. Coordinate the production of background papers reports/updated and other information materials.
- iii. Assist the SOs and ADR in coordinating the outsourcing of technical support required in the implementation of programmes/projects.
- iv. Coordinate follow up actions with respects to decisions and agreements.
- v. Assist the SOs and ADR in coordinating and managing of agricultural projects managed by FAFD, including liaise with the project stakeholders, monitor and appraise the implementation of project activities, record project assets, conduct book keepings of the project budget, and drafting correspondences.
- vi. Assess and conduct pre-appraisal for new project proposals submitted by Working Groups, ASEAN Member States and Dialogue Partners.

3) Manage the technical administrative support to the ASEAN bodies with respect to meetings.

- i. Manage the technical administrative support with respect to pre-meeting activities:
 - Preparation and circulation of agenda and relevant documents.
 - Coordination with the host country.
- ii. Manage the technical and administrative support and logistics during the meeting:
 - Coordination of press release and protocol matters.
 - Assist in rapporteuring works in the meetings.
 - Coordinate linkage across committees.

- Supervise and record the progress and decision points of the meeting to provide institutional memory.
 - Documentation of the progress as well as the result of the meeting.
 - Response to informal requests of the Member States during the meeting.
- iii. Manage the technical and administrative support with respect to post-meeting activities:
- Coordination of follows up actions and decisions.

4) Coordinate technical and administrative support for the FAFD.

- i. Consolidate inputs/paper from Officers in the Divisions
- ii. Coordinate the work of the FAFD members for the preparation of SOM-AMAF/ AMAF.
- iii. Assist the Head of the Division to keep the FAFD's activities to be in-line with ISO.

Qualifications and Experience:

- Advanced degree in Food, Agriculture & Forestry or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in related areas.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- 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.
- Very good oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Sound command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a monthly lump-sum remuneration of **IDR 15,367,633** covering basic salary, transportation allowance, medical and insurance, 13th month 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 Food, Agriculture & Forestry Officer.**

Application documents should reach the ASEAN Secretariat by **9 February 2019**. 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
- ASEAN Secretariat staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.
