



TERMS OF REFERENCE

Project for Enhancing the Recognition of GAP by Partnership with ASEAN

Assistant Project Officer

Background

In ASEAN region, each government of member countries has formulated GAP for each country with reference to the ASEAN GAP, and is trying to disseminate GAP activities to producers.

There still are areas in ASEAN region, however, where the concept of GAP isn't recognized well among producers, processing / distributors, and consumers.

Nowadays, GFSI-recognized GAP schemes that are operated by private sector are globally accepted, and on the other hand, GAP schemes formulated by each government in ASEAN region are generally certified by government agencies.

Taking this situation into account, this project aims to contribute to;

- Promoting sustainable agricultural production in ASEAN region, by disseminating the contents of international-level GAP schemes including a GAP scheme from Japan, through introducing training methods and materials.
- Developing a common recognition of the international-level GAP with reference to the GAP scheme from Japan, in order to disseminate and utilize international-level GAP certification in ASEAN countries, with the purpose of promoting new export business by farmers, and processing/distribution companies in Japan and ASEAN countries.

The Project have 3 components; namely 1) Exchanging information and opinions, and conducting needs survey, 2) Advisory Committee/EWG-ASEAN GAP, and 3) Project Management.

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

This Project will take three (3) years, commencing from February 2019 and ending in March 2021.

Broad Statement of Function

Under the direct supervision of the PC, the Assistant Project Officer shall assist to manage and monitor the implementation of "Project for Enhancing the Recognition of GAP by Partnership with ASEAN "

Primary Responsibilities

Responsible to provide appropriate technical and administrative support with respect to the Project.

1. Liaise inside ASEAN Secretariat and between ASEAN Secretariat, target companies, and relevant government entities on the activities of the Project.
2. Collection and compilation and handling of necessary information and data for project implementation.
3. Coordination with counterparts on financial processing and preparation of related documents,
4. Assist in conceptualizing, formulating, appraising, implementing and monitoring the activities of the Project.
5. Maintain records and documentation on the activities of the Project.
6. Draft correspondences on matters pertaining to the implementation of the Project.
7. Assist in bookkeeping of the Project budgets.
8. Assist logistic work for activities related to the Project and project staffs.
9. Assist in procuring necessary office supplies.
10. Support other tasks related to the Project assigned by the PC.

Competencies

1. Demonstrated ability to support tasks and work flows, with proven accuracy under pressure and in adherence to deadlines.
2. 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. 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 or related field from a reputable university.

Work Experience: Experience of office work in related field is desirable.

Languages: Good oral and written communication skills in English, including experience in cross-cultural environment and international settings. Personnel with Japanese ability and who are motivated to study Japanese is positively evaluated.

General qualifications: Competency in computer skills with adequate knowledge of Microsoft Office tools (Word, Excel, Power Point) and Outlook where relevant to the position.

Remuneration

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.

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 documents should be no larger than 2 MB. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Assistant Project Officer to MAFF GAP**

Application documents should reach the ASEAN Secretariat by **28 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