



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

**OUTREACH OFFICER
COMMUNITY RELATIONS 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 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.

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: **Outreach Officer, Community Relations Division.**

Duties and Responsibilities:

Reporting to the Assistant Director/Head and Senior Officer of Community Relations Division, the Officer shall be responsible to:

1. Heighten awareness and understanding on ASEAN and its objectives among key stakeholders.

- Coordinate activities, such as for the ASEAN Day, at the ASEAN Secretariat (ASEC); and coordinate ASEC participation at selected events hosted and/or supported by ASEC and other outreach activities carried out by ASEAN Member States or Dialogue Partners, such as CAEXPO, etc;
- Conceptualize and execute plans in coordination with relevant stakeholders to promote ASEAN awareness through various events around the year including outreach events in schools within and outside Indonesia;
- Develop project proposals for outreach activities;
- Coordinate group visits to ASEC; briefings and/or other requests by relevant officers for specific topics;
- Regularly update the general presentations on ASEAN based on inputs/updates from under the three Community pillars for sharing with external parties (as necessary);
- Develop a calendar of outreach activities and coordinate with relevant stakeholders to ensure a successful execution of these activities to promote ASEAN.

2. Coordinate and execute in-house events such as ASEC Dialogue Series, tributes, etc.

3. Coordinate and prepare CRD-related inputs to CPR matters.

- Coordinate CRD's input on Matrix of Issues under the CPR and other reports.
- Follow-up decisions from the CPR that are relevant to CRD.
- Contribute inputs to ASEC paper, briefing notes, talking points on CRD-related subjects.

4. Utilise ASEC social media platforms to promote various ASEAN awareness and outreach activities in and outside ASEC.

- Generate content for social media from outreach events.
- Pull interesting information, quote or data from outreach events to be posted on social media.
- Liaise with photographer in ensuring social media friendly photos of outreach events are taken.
- Provide photos from outreach events to be posted on social media.

5. Perform other relevant tasks as required by the Supervisor, Head of Division/OIC, Director, DSG and SG such as but not limited to:

- Conduct Pre-Appraisal Review (PAM) as a core member of PAM on projects proposed by various divisions;
- Assist the Management in coordinating staff activities such as outings in and outside of ASEC;
- Coordinate Internal Audit preparation for Community Relations division.

Qualifications and Experience:

- Advance degree in Social Studies majoring in Mass Communication, Economics, International Relations or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience.
- Proven excellence in written and spoken English language, notwithstanding the use of local language may be required when interacting with the local partners and stakeholders;
- Demonstrated ability to think strategically to use communication tools to achieve agreed objectives;
- Strong interpersonal and negotiation skills with proven experience of relationship management with stakeholders;
- Strong experience in events management;
- Sound understanding of international and regional issues and knowledge of ASEAN ideals; and a keen interest and initiative to learn them;
- Exposure of a wide spectrum of corporate affairs, community relations and public communications in past work experiences, and ability to develop and maintain sound working relationships with various stakeholders;
- Familiarity with diplomatic practices and protocol, experience in the events management and dealing with senior government and international organisation officials;
- Sensitivity to accuracy and details, as well as capacity for proof-reading;
- Proven ability and technical skills to research and acquire data;
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and work under pressing deadlines.
- Computer literacy and proficiency in the use of Microsoft Office tools.
- Available for extensive travel.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **IDR 11,611,000** 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 Outreach Officer.**

Application documents should reach the ASEAN Secretariat by **10 April 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.

