



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

HUMAN RIGHTS 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.

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: **Human Rights Officer**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Human Rights Division, the Officer shall be responsible to:

1. Perform tasks as the Communications Officer for the ASEAN Intergovernmental Commission on Human Rights (AICHR):

- Function as the developer and webmaster for AICHR's regional website;
- Provide assistance and technical knowledge sharing with Member State on setting up national website on AICHR;
- Plan and organise AICHR-communication related events – book launch, website launch;
- Perform daily news monitoring and report on activities related to AICHR and human rights nationally, regionally and internationally;
- Provide analysis and synthesis of human rights development in the region and internationally;
- Draft and edit public information materials such as AICHR's press releases, booklets, factsheets, presentations and other forms of information dissemination as well as liaise with the publisher and the relevant divisions in the ASEAN Secretariat on the printing of new AICHR publications;
- Develop communication strategies for AICHR and human rights;
- Assist AICHR in the dissemination of the ASEAN Human Rights Declaration;
- Maintain and manage the AICHR database, information system, reports and resources.

2. Provide assistance to pre-, during and post-meetings:

- Prepare provisional agenda and tentative programme, document kit, as well as prepare concept papers and/or briefing notes;
- Service meetings – amendments to documents, note-taking, distribution of documents;
- Prepare meeting report/summary record, circulation of outcome documents;
- Follow up on decisions and agreements made at the AICHR Meetings;
- Drafting of letters for the consideration of AICHR.

3. Provide technical advice, recommendations and administrative support:

- Conduct collation, research and analysis development on issues related to human rights;
- Assist in the development of projects and programmes;
- Prepare relevant administrative documents i.e. contracts, purchase order in relation to the services procured to support the functioning of the AICHR website;
- Monitor the utilisation of the AICHR Fund (contribution and disbursement);
- Compile relevant documents for the meetings of AICHR and any other meetings as requested;
- Coordinate meeting logistics with the host country;
- Coordinate the follow-up actions and decisions.

4. Facilitate communication and cooperation among ASEAN Member States and other relevant stakeholders:

- Attend CPR and CPR-Working Group meetings under relevant agendas;
- Represent the ASEAN Secretariat and serve as a resource person when needed;
- Draft and summarize reports, prepare briefing notes/talking points, speeches, moderate discussions and deliver presentations;
- Attend and summarise meetings with external partners;
- Coordinate and provide support to the work of other Divisions or Directorates of the ASEAN Political Security Community Department (APSCD) or the ASEAN Secretariat when and if requested;
- Any other matters as directed by the Division or Directorate.

5. Prepare the annual budget of the Division for travel and hosting of meetings, as well as monitor the utilisation of said budget throughout the financial year.

Qualifications and Experience:

- Advance degree in Law, Human Rights, Communications, Development Studies, International Relations, Social Sciences or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in technical role of human rights areas.
- Human rights knowledge and experience is required.
- Demonstrated knowledge, research and technical skills in human rights is mandatory 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.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to multi-task, work long and irregular hours including weekends, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- Good command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

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 Human Rights Officer.**

Application documents should reach the ASEAN Secretariat by **20 May 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.

