



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

**AEC ANALYSIS & MONITORING OFFICER
MONITORING, SURVEILLANCE & COORDINATION 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: **AEC Analysis & Monitoring Officer – Monitoring, Surveillance and Coordination Division.**

Duties and Responsibilities:

Reporting to the Assistant Director/Head and Senior Officer of Monitoring, Surveillance and Coordination Division, the Officer shall be responsible to:

- 1. Assist in the conduct of monitoring of the implementation and outcomes of ASEAN's regional economic integration agenda:**
 - Coordinate with the relevant divisions in ASEAN Economic Community Department (AECD) to collate, update and report relevant information on the implementation of measures under the AEC Blueprint.
 - Maintain the AEC 2025 Compliance and Integration Monitoring Databases.
 - Participate in the AEC Monitoring and Evaluation country visits to AMS.
 - Assist in the preparation of monitoring reports on ASEAN economic integration.
 - Assist in managing projects related to monitoring or assessment of regional economic integration.
- 2. Provide technical and administrative support in information dissemination, communication, reporting and advocacy on ASEAN economic integration:**
 - Assist in ensuring that data, information, research and other technical outputs on ASEAN economic integration are available and accessible to ASEAN Member States, sectoral bodies, ASEAN Secretariat desk officers and, when appropriate, dialogue partners, private sector and other stakeholders through appropriate media, including web-based.
- 3. Provide administrative and logistics support for meetings, workshops, seminars, conferences and other fora organised by ASEAN Integration Monitoring Directorate (AIMD) and AECD.**
- 4. Undertake other duties as may be required with respect to economic surveillance and monitoring of regional economic integration.**

Qualifications and Experience:

- Advance degree in Economics, Public Policy/Administration or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in the relevant area.
- Experience in monitoring and evaluation (M&E) particularly in the use of M&E tools and systems in the areas of regional economic integration or international development and economic cooperation.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- 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.
- Ability to work both independently and as part of a team, as well as complete work in a timely manner.
- Strong report writing, coordination and inter-personal skills.
- Excellent command of English, written and spoken; competency in use of MS Word and MS Excel; competency in programming or using relational databases (e.g. SQL) or statistical softwares is an advantage; and
- Ability to 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 AEC Analysis & Monitoring Officer.**

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