



**THE ASEAN SECRETARIAT
INVITES APPLICANTS
FOR THE FOLLOWING POSITION**

**SENIOR PROGRAMME OFFICER (OUTREACH AND MONITORING)
JAPAN-ASEAN INTEGRATION FUND (JAIF) MANAGEMENT TEAM**

Background

ASEAN and Japan enjoy long years of solid and beneficial relations as “partners thinking together, acting together, and sharing a future vision” and this strategic partnership will be enduring. Japan has been a major development partner and contributor for more than three decades to the political, economic and social development of ASEAN.

The Japan-ASEAN Integration Fund (JAIF) was officially established in March 2006, based on the pledge from then Japanese Prime Minister Junichiro Koizumi at the Ninth ASEAN-Japan Summit held in December 2005 in Kuala Lumpur, Malaysia, to assist the integration of ASEAN through the ASEAN-Japan cooperation funds.

JAIF aims at supporting integration efforts to create the ASEAN Community by facilitating the practical adoption of the three blueprints for the ASEAN Community, the ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC), and ASEAN Socio-Cultural Community (ASCC), as well as the Initiative for ASEAN Integration Work Plan III that focuses on narrowing development gaps among ASEAN Member States and promoting greater cooperation between ASEAN and Japan.

ASEAN and the Government of Japan (GOJ) agreed to set up JAIF Management Team (JMT) at the ASEAN Secretariat (ASEC) in Jakarta in February 2011 to enhance effective utilization of JAIF in support of ASEAN Community building and integration efforts.

Specifically, the roles of the JMT include but not limited to:

- 1) To be a contact point for general enquiries from proponents;
- 2) To assist in formulating and reviewing project proposals; provide input to improve proposals on financial and procedural matters, in close coordination with proponents, the GOJ and the relevant Officers of the ASEC;
- 3) To monitor the progress in JAIF supported projects and keep track of the progress by updating JAIF Supported Project Matrix and JAIF database on a monthly basis; and

4) To update financial balance of JAIF on a monthly basis.

The JMT reports to the ASEAN Japan Joint Cooperation Committee Working Group (AJJCC-WG).

Qualified **ASEAN** and **Japanese nationals** are invited to apply for the advertised position.

Duties and Responsibilities:

The SENIOR PROGRAMME OFFICER (OUTREACH AND MONITORING) shall be ASEC Senior Officer-level position to provide general management and coordination support to the Director and Programme Coordinators to ensure efficient and effective design and implementation of JAIF. The Senior Programme Officer will:

1. Provide operational support for overall outreach and monitoring of JAIF supported programmes/projects and activities as directed by Programme Director.
2. Assist Programme Coordinators in programme outreach and monitoring activities described in below a. & b.
 - a. Under the program outreach activities, Senior Programme Officer will:
 - Develop and prepare the JAIF monitoring knowledge products including JAIF Website articles such as “Beneficiaries Voice”, “Project Brief” and “Sector Brief”, JAIF Website development and maintenance under the supervision of relevant Programme Coordinators;
 - Develop JMT Outreach work plan;
 - Liaise with relevant ASEC Officers for organizing meetings, conducting discussions, and exchanging views on themes and topics that are relevant to JAIF components, programmes, and activities for the purpose of programme development and coordination with the special focus on outreach such as JAIF Website development and maintenance; and
 - Attend meetings/workshops and other appropriate events as required for effective outreach activities related to JAIF supported projects and as directed by Director.
 - b. Under the program monitoring activities, Senior Programme Officer will:
 - Keep track of progress of programmes/projects and their timelines from conceptualization, submission, implementation, to completion, and record their status in JAIF Matrix and JAIF Project Status Database accordingly;
 - Record all pertinent monitoring data and manage the JAIF M&E Database by ensuring accuracy of data and information for all JAIF projects;
 - Liaise with relevant ASEC Officers and Proponents for providing technical inputs/advice on the project monitoring and for update of project status;
 - Liaise with relevant ASEC Officers for organizing meetings/training, facilitating discussions, and exchanging views on areas of cooperation that are relevant to JAIF components, programmes, and

activities for the purpose of programme development and coordination with the special focus on monitoring activities;

- Assist proponents in project, in particular development by explaining a logframe matrix development while assisting in project proposal submission and appraisal processes by explaining JAIF guidelines, JAIF Proforma Cost, and reporting requirements etc.;
- Provide technical inputs to draft concept notes/project proposals in view of JAIF monitoring;
- Develop JMT monitoring work plan and organise the JMT monitoring visits;
- Develop the monitoring reports such as “Sectoral Review”;
- Collect and capture lessons learned and best practices of JAIF supported projects in the respective databases and analysis for JAIF monitoring knowledge products; and
- Provide technical support in the preparation of JMT Annual Progress Report.

3. Draft minutes of meeting when necessary.

4. Perform other tasks as requested by Director and Programme Coordinators, as appropriate.

Qualifications and Experiences:

- Post-graduate degree in an area relevant to programme management or Monitoring and Evaluation of aid-funded programmes.
- Exposure to key evaluation concepts via a professional development training.
- Minimum of five (5) years of experience with monitoring and evaluation for aid-funded programmes in international/regional agencies or government setting.
- Solid understanding of international and regional issues, knowledge of ASEAN programmes and activities. Knowledge of ASEAN-Japan strategic relations is an advantage.
- Demonstrable experience in handling of database such as the storage, management and dissemination of information.
- Demonstrable experience responding to and communicating evaluation or research findings.
- Ability to undertake field missions.
- Experiences conducting training or presentations and developing communication products in English.
- Experiences in processing and analysing primary and secondary data from development projects would be required.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral and written communication skills in English and sound 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.
- Experiences in working for JAIF related programs/projects will be an asset.

Remuneration and Benefits:

An attractive lump-sum remuneration will be offered commensurate with experience and qualification of the candidate.

The successful candidate will initially be contracted until 31 December 2024, subject to a six-month probation period. Renewal of contract beyond 31 December 2024 will be subject to continuation of the project to be agreed by ASEAN Member States and the Government of Japan taking into account satisfactory performance of the Appointee and agreement among the Government of Japan, ASEAN Secretariat, and Appointee. Successful candidate is expected to be on-board from 1 January 2020.

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, including a recent passport-sized photograph and certified true copies of educational certificates obtained, and completed Employment Application Form, which can be downloaded at www.asean.org.

Incomplete applications will not be considered.

Please indicate on the subject heading: **Application for Senior Programme Officer for JMT**. Application papers should reach the ASEAN Secretariat by **6 September 2019**.

The Selection Committee's decision is final and only shortlisted candidates will be notified.
