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

PROJECT OFFICER FOR WEB EDITOR FOR THE ASEAN PLUS THREE
WEBSITE

Background

The ASEAN Plus Three (APT) website serves as source of useful and up-to-date information about ASEAN Plus Three’s cooperation framework in light of the dynamics of APT’s functional cooperation, which covers more than 20 areas of cooperation, ranging from political and security to economic and finance, as well as from agriculture to education.

The APT website aims to increase APT visibility and public awareness about APT functional cooperation, to provide a related APT comprehensive online pool of database/information sharing platform among APT member countries, and to enhance profile of APT cooperation framework.

General public will be able to access the online general information available on the APT website, while relevant APT’s government line-agencies/sectoral bodies will have the exclusive access to online platform, where they would be able to share internal information of the APT cooperation.

Duties and Responsibilities:

Work under the supervision of the officers in charge of APT in the External Relations Division 1 of the ASEAN Secretariat, the web editor shall:

1. Upload contents of the website and keep the website up-to-date
2. Be responsible for day to day operation of the ASEAN Plus Three website; maintaining the website’s content, administering the Content Management System and Trouble Shooting:
- Modify and maintain the content management systems of the main portal;
- Update the APT website appearance and content structure suggested by the ASEAN Secretariat;
- Ensure that the website are user friendly and easy to navigate;
- Possess knowledge about the desks’ requirements and analyze the websites accordingly to bring suitable changes in them;
- Check the originality of the websites and ensure that the content is not duplicated on other platforms;
- Execute a regular follow up and assessment of the performance of the websites;
- Analyze the website layouts and structures, HTML coding, navigation systems, etc., for optimizing the content with a view to receiving top search engine rankings and enhancing the visibility of the websites;
- Plan out future modifications for the website and keep abreast with new technologies and software to develop the online presence and success of the website;
- Develop or supervise the development of the web applications for the APT website requested by the ASEAN Secretariat; and
- Prepare relevant graphics and photos for the APT website contents.

3. Be responsible for providing technical and administration support in the planning and implementation of the Internet, Multimedia & Graphics Projects: website’s appearance, multimedia, audio, video presentation and digital photo archiving.

**Qualifications and Experience:**

- Bachelor’s degree in Computer Science or an appropriate related field with a minimum two (2) years of relevant work experience in website management tools, webmaster or web developer area of expertise, with strong troubleshooting and analytical abilities.
- Knowledge of CSS, HTML, XML and PHP including internet related software.
- Computer literacy and proficiency in the use of Microsoft Office tools; as well as with various page layout, illustration and photograph editing software package.
- Basic skills in main social media forums.
- Self-disciplines to start and work on projects independently to meet pressing deadlines and production schedule.
- Sensitivity to accuracy and details.
- Ability and technical skills to research and acquire data.
- Ability to work under pressing deadlines.
- Ability to multi-task, work long and irregular hours, and perform tasks outside the usual job scope.
- Ability to function effectively, independently and as part of a team.
- Sound command of English, written and spoken.

**Remuneration and Benefits:**

This position is funded by ASEAN Plus Three Cooperation Fund. Successful candidate will be offered a monthly lump sum of USD 1,289.99, covering salary and medical allowance. Subject to good performance during the probation, the candidate will be offered a fixed-term contract of 2 years, inclusive of the six-month probationary period, with a possibility of contract extension until completion of the project.

**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 Web Editor – APT Website.**

Application documents should reach the ASEAN Secretariat by **9 September 2019.** The Selection Committee’s decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: [http://www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)