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

EXTERNAL RELATIONS DIVISION 2 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: External Relations Division 2 Officer.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head and Senior Officer of External Relations Division 2, the Officer shall be responsible to:

1. **Provide effective technical, administrative and substantive support to the ASEAN Bodies with respect to meetings under the ASEAN-Canada Dialogue Partnership as well as ASEAN-UN Partnership and ASEAN relations with other international organisations.**
   - Compile and/or assist in preparing relevant documents such as briefing notes, talking points, remarks and presentations for meetings;
   - Draft meeting reports;
   - Assist in the coordination of the follow-up actions and decisions with relevant internal and external parties;
   - Assist in coordinating the accreditation of relevant non-ASEAN Ambassadors to ASEAN; and in the assigned portfolio;
   - Assist in performing day-to-day activities as assigned by the supervisors and other ad-hoc tasks as required.

2. **Provide effective technical, administrative and substantive support for implementation of programmes and projects under the ASEAN-Canada Dialogue Partnership as well as ASEAN-UN Partnership and ASEAN relations with other international organisations.**
   - Assist in formulating, appraising, implementing and monitoring the programmes/projects under relevant Plan of Actions/Work Plan as appropriate;
   - Liaise with offices of Canada, UN and other relevant partners, to coordinate, facilitate and monitor cooperation and joint activities as appropriate; and
   - Maintain and update project database.

3. **Facilitate requests of the ASEAN Member States, Canada and the UN as well as other relevant partners as required.**
   - Assist in providing support as a general resource person to ASEAN Member States, the Committee of Permanent Representatives to ASEAN and its Working Group as appropriate; and
   - Liaise and communicate with contact points of Canada, UN and other relevant external partners as appropriate.

**Qualifications and Experience:**
- Advanced degree in External Relations, Political Science, Economics, Management or an appropriate related field or discipline or Bachelor degree in the afore-mentioned fields or discipline with a minimum two (2) years of relevant work experience in technical role.
- Demonstrated knowledge in policy, research and technical skills in the relevant area 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, 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 External Relations Division 2 Officer.

Application documents should reach the ASEAN Secretariat by 20 October 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.