



**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 3 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 3 Officer**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head and Senior Officer of External Relations Division 3, the Officer shall be responsible to:

1. **Provide technical and administrative support to management and facilitation of political relations and development cooperation between ASEAN and Russia; and ASEAN Secretariat's coordinatorship of ASEAN's partnership with Germany. Also support ASEAN's cooperation with other countries in Europe:**
 - Compile and/or assist in preparing relevant documents such as briefing notes, talking points and presentations for meetings;
 - Assist at meetings; draft meeting reports;
 - Assist in the coordination of follow-up actions and decisions with relevant internal and external parties.
 - Assist in communicating and coordinating with focal points and relevant stake holders under the above-described purview.
 - Provide support and assistance to other Departments/Divisions for the ASEAN Secretariat's coordinatorship for development partnership with Germany, as assigned by DSG APSCD.
2. **Coordinate projects/programmes and activities under the above-described frameworks:**
 - Assist in coordinating projects/programme and activities under the above-described frameworks.
 - Assist in formulating/reformatting project/programme proposals and mobilise funding support;
 - Assist in developing, monitoring and facilitating the implementation of action plans, work programmes or practical cooperation areas, programmes, projects and activities under the frameworks of the above-described partnerships.
 - Assist in managing coordination with the Missions of countries in Europe.

Qualifications and Experience:

- Advanced degree in International 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 3 Officer.**

Application documents should reach the ASEAN Secretariat by **6 November 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.
