



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

KNOWLEDGE MANAGEMENT OFFICER

Background

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with about 370 people, the mission of ASEC is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter.

ASEC is the delegated central repository of all ASEAN documents. Over the years, many documents including legal instruments, agreements, protocols, blueprints, plan of actions etc. have been adopted and concluded by ASEAN. Although there has been an accumulation of documents, no corresponding Knowledge and Document Management System has been developed to effectively and efficiently retrieve, share and distribute information/knowledge to both internal and external stakeholders.

ASEC is currently in the process of designing and developing a Knowledge and Document Management System (KDMS) and establishing a KM Core Team to manage the to-be-established KDMS. The roles of KM Core Team include:

- Publishing and storing all approved, validated document in the system
- Developing KM strategy, policy and SOPs;
- Conducting inventory of ASEC existing information artifacts and quality control of contents in KDMS;
- Designing incentive and promoting the culture of knowledge sharing in ASEC; and
- Developing and executing overall ASEC KM strategy including transforming information into knowledge.

Therefore, the ASEAN Secretariat is seeking qualified candidate to apply for the position of **Knowledge Management Officer**.

Duties and Responsibilities:

Reporting to the Senior Officer Knowledge Management, the Officer shall be responsible to :

1. Publish and store all approved, validated documents in Knowledge and Document Management System (KDMS);
2. Assist in conducting inventory of ASEC existing information artefacts and quality control of contents in KDMS;
3. Support KM Senior officer in management of the Knowledge and Document Management strategy and policy;
4. Support KM Function Team including logistical arrangements and coordination of its meetings;
5. Provide advice and guidance to ASEC Staff Members on the use of KDMS;
6. Periodic review of documents using text analytic tools;
7. Develop algorithms to analyze qualitative information using advance text analytics method which includes document classification, keywords identification, topic identification, text tagging etc;
8. Browsing through internal and external available sources of information to compile concise, readable and accurate summary of key pieces of information and insights;
9. Support Key Sponsors with basic to advanced data analytics ranging from exploratory data analysis to advance model building;
10. Coordinate and monitor KM related activities in ASEC;
11. Assist in identifying, planning and organizing KM trainings for ASEC Staff Members;
12. Update and administer the KM databases;
13. Assist in disseminating information from external parties and in regular review of information and data received from KM Key sponsors;
14. Perform other related duties as required.

Qualifications and Experience:

- Bachelor degree in Knowledge/Information Management, Communication, Information Technology or other related discipline with a minimum two (2) years of progressively professional-level experience in knowledge management.
- Hands-on, with proven experience in delivering results on knowledge management and/or organizational management;
- Knowledge of statistical packages including R, Stata, SPSS to deliver on a variety of quantitative tasks;
- Basic understand of text analytics to analyze unstructured qualitative information;
- Have proven records involving in KM related projects, taxonomy construction, search metadata analysis, etc.;
- Must be familiar with, and experience in, different types of KM systems/tools;
- Good communications and interpersonal skills, including written, verbal presentation, and facilitation skills applied within multi-cultural settings;
- Good written and verbal communication skills in English.

Remuneration and Benefits:

This position is funded under the KDMS Project for fifteen (15) months, with a possibility of extension. Successful candidate will be offered a monthly lump sum remuneration at a minimum of **IDR 15,367,633**. This remuneration package covers basic salary, transport allowance, health insurance, gratuity and annual bonus.

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 and transcript, 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 Knowledge Management Officer.**

Application documents should reach the ASEAN Secretariat by **12 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
