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

ENERGY and MINERALS 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: **Energy and Minerals Officer**.
Duties and Responsibilities:

Reporting to the Assistant Director/Head of Energy and Minerals Division, the Officer shall be responsible to:

1. Provide technical and administrative support to the ASEAN bodies with respect to meetings
   - Provide the relevant documents and logistics for the meetings.
   - Assist in the rapporteur works in the meetings.
   - Coordinate the follow-up actions and decisions.

2. Provide administrative support with respect to implementation of programmes and projects in the areas of energy and minerals
   - Assist in the formulating, appraising and implementing programmes/projects.
   - Maintain an information system on the overall financial status of projects, including budgets and expenditures forecast.
   - Prepare the disbursement of the ASEAN Energy Endowment Fund and ASEAN Minerals Trust Fund to support the ASEAN Senior Officials Meeting on Energy (SOME) and the ASEAN Senior Officials Meeting on Minerals (ASOMM) priority project implementation.

3. Facilitate the request of the ASEAN Member States.

4. Prepare, compile and maintain data records and documentation of the activities, decisions and initiatives related to the sectors.

5. Provide drafting and research assistance towards the preparation of technical, policy and information papers in order to facilitate the achievement of programmes, projects and activities under the purview of the Division.

6. Provide information for Member States related to meetings or workshops.

Qualifications and Experience:

- Advanced university degree (Master's or equivalent degree) with strong academic qualification in Economics, Management or an appropriate related field or discipline; or Bachelor degree in the above related discipline with a minimum two (2) years of qualifying work experience in policy, research and other technical roles in the relevant area.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- 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 Energy & Minerals Officer.

Application documents should reach the ASEAN Secretariat by 15 December 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.

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