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

TECHNICAL OFFICER (OUTREACH AND MONITORING)
JAPAN-ASEAN INTEGRATION FUND (JAIF) MANAGEMENT TEAM

Background

ASEAN and Japan enjoy long years of solid and beneficial relations as “partners thinking together, acting together, and sharing a future vision” and this strategic partnership will be enduring. Japan has been a major development partner and contributor for more than three decades to the political, economic and social development of ASEAN.

The Japan-ASEAN Integration Fund (JAIF) was officially established in March 2006, based on the pledge from then Japanese Prime Minister Junichiro Koizumi at the Ninth ASEAN-Japan Summit held in December 2005 in Kuala Lumpur, Malaysia, to assist the integration of ASEAN through the ASEAN-Japan cooperation funds.

JAIF aims at supporting integration efforts to create the ASEAN Community by facilitating the practical adoption of the three blueprints for the ASEAN Community, the ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC), and ASEAN Socio-Cultural Community (ASCC), as well as the Initiative for ASEAN Integration Work Plan III that focuses on narrowing development gaps among ASEAN Member States and promoting greater cooperation between ASEAN and Japan.

ASEAN and the Government of Japan (GOJ) agreed to set up JAIF Management Team (JMT) at the ASEAN Secretariat (ASEC) in Jakarta in February 2011 to enhance effective utilization of JAIF in support of ASEAN Community building and integration efforts.

Specifically, the roles of the JMT include but not limited to:

1) To be a contact point for general enquiries from proponents;
2) To assist in formulating and reviewing project proposals; provide input to improve proposals on financial and procedural matters, in close coordination with proponents, the GOJ and the relevant Officers of the ASEC;
3) To monitor the progress in JAIF supported projects and keep track of the progress by updating JAIF Supported Project Matrix and JAIF database on a monthly basis; and
4) To update financial balance of JAIF on a monthly basis.
The JMT reports to the ASEAN Japan Joint Cooperation Committee Working Group (AJJCC-WG).

Qualified Indonesian Citizens or ASEAN Nationals who are currently employed with an authorized working permit in Indonesia are invited to apply for the advertised position.

**Duties and Responsibilities:**

The TECHNICAL OFFICER (OUTREACH AND MONITORING) shall be ASEC Officer-level position to assist the Senior Programme Officer (Outreach and Monitoring)/Programme Coordinators in handling all aspects of JMT activities particularly in the areas of outreach and monitoring. The Technical Officer (Outreach and Monitoring) will:

1. Provide technical coordination and support primarily with respect to the outreach and monitoring activities for JAIF Programmes/Projects including the development of JAIF Website and monitoring knowledge products.

2. Provide support in managing the day-to-day data update of the JAIF Programmes/Projects, including the preparation of monthly JAIF Matrix and update of JAIF Project Status Database and JAIF Monitoring and Evaluation (M&E) Database.

3. Provide support in developing and preparing the JAIF monitoring knowledge products including assistance during actual onsite activities such as data collection.

4. Support the preparation required for meetings, events, and deployment of the prospective external consultants involved in outreach and monitoring related activities of JAIF Programmes/Projects:
   - Coordinate with the concerned ASEC Divisions, Proponents/Implement Agencies and ASEAN/GOJ;
   - Facilitate and provide primary technical support and coordination for the relevant activities;
   - Monitor and follow-up the progress of relevant activities; and
   - Maintain documentation and record, check the accuracy and completeness of relevant documents.

5. Perform other relevant duties commensurate with the post and as assigned by the Director and/or higher authorities of the JMT.

**Qualifications and Experiences:**

- Bachelor’s/Postgraduate degree in an area relevant to programme management or development assistance with minimum four (4) years of experiences with programme management and/or outreach activities in international/regional agencies or government setting. Solid understanding of international and regional issues, knowledge of ASEAN programmes and activities. Knowledge of ASEAN-Japan strategic relations is an advantage.
- Demonstrable experience in handling of database such as the storage, management and dissemination of information.
- Ability to undertake field missions.
- Experiences conducting training or presentations and developing communication products in English.
- Experiences in supporting the process and/or analysis of primary and secondary data from development projects would be required.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral and written communication skills in English and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Experiences in working for JAIF related programs/projects will be an asset.

Remuneration and Benefits:

An attractive lump-sum remuneration will be offered commensurate with experience and qualification of the candidate.

The successful candidate will initially be contracted until 31 December 2024, subject to a six-month probation period. Renewal of contract beyond 31 December 2024 will be subject to continuation of the project to be agreed by ASEAN Member States and the Government of Japan taking into account satisfactory performance of the Appointee and agreement among the Government of Japan, ASEAN Secretariat, and Appointee. Successful candidate is expected to be on-board as soon as possible preferably from 1 January 2020.

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, including a recent passport-sized photograph and certified true copies of educational certificates obtained, and completed Employment Application Form, which can be downloaded at www.asean.org.

Incomplete applications will not be considered.

Please indicate on the subject heading: Application for Outreach and Monitoring Technical Officer for JMT.

Application papers should reach the ASEAN Secretariat by 20 December 2019.

The Selection Committee’s decision is final and only shortlisted candidates will be notified.