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

PROJECT ASSISTANT
JAPAN-EAST ASIA NETWORK OF EXCHANGE FOR STUDENTS AND YOUTH (JENESYS)
EDUCATION, YOUTH AND SPORTS DIVISION

Background

The Japan-East Asia Network of Exchange for Students and Youths (JENESYS) is an initiative by the Government of Japan to continuously promote a people-to-people exchange between Japan and ASEAN Member States, and between Japan and other countries such as Timor-Leste and India. Since its inception, JENESYS has benefitted more than 36,000 youth across the ASEAN region and Japan through a large-scale youth exchange programme. Throughout its implementation, JENESYS has fostered mutual trust and understanding as well as built a strong foundation of future friendship and cooperation between ASEAN and Japan. In 2015, JENESYS became a recurring ASEAN project, mobilising around 2,000 students and youth each year.

The position is full-time and is open for Indonesian citizens or nationals of ASEAN residing in Indonesia. Project Assistant for JENESYS shall report to the Assistant Director/Head of Education, Youth and Sports Division. The candidate will be offered a one-year contract with a possibility of extension.

Broad Functions and Responsibilities:

1. Serve as the JENESYS Programme Focal Point at the Education, Youth and Sports Division of the ASEAN Secretariat with regard to the implementation and operations of JENESYS Programme.

2. Support and maintain communication and coordination among stakeholders in the JENESYS Programme including the Ministry of Foreign Affairs (MOFA) Japan, Japan-ASEAN Integrated Fund Management Team (JMT), the project implementing agency, the ASEAN Member States and other relevant divisions in the ASEAN Secretariat.

3. Provide administrative support to the Education, Youth and Sports Division with respect to communications, promotions, project appraisal and approval processes, project implementation, monitoring and evaluation, alumni activities, and project reporting exercises.

4. In performing the tasks, the Project Assistant shall treat all documents and papers of JENESYS as confidential. The Project Assistant will only be given access to relevant ASEAN documents as deemed necessary by the ASEAN Secretariat through the Education, Youth and Sports Division.
Duties and Responsibilities:

1. Assist in the management, coordination and implementation of JENESYS Programme under the purview of the Education, Youth and Sports Division:
   a. Provide follow-up support to day-to-day communications of the Education, Youth, and Sports Division with internal and external stakeholders with respect to the JENESYS Programme.
   b. Coordinate JENESYS project phases in a timely manner through liaising with the implementing agency and relevant parties such as selection of participants, design and implementation of the JENESYS activity batches, preparation of evaluation and reports in coordination with ASEC participants/representatives.
   c. Coordinate and ensure that implementing agency submits all required project completion reports and documents to the ASEAN Secretariat in satisfactory and timely manner.
   d. Assist in the conduct of JENESYS alumni activities convened by the ASEAN Member States and/or by the ASEAN Secretariat and its partners.
   e. Assist in the documentation and publication of outcomes of JENESYS activity batches through print and non-print media.
   f. Coordinate with the implementing agency on the management of JENESYS alumni database

2. Assist in administrative and finance matters with respect to travel arrangements and financial report of the JENESYS Programme:
   a. Assist the Head of Division in planning, budgeting and monitoring of the JENESYS Overhead Costs Allowance, in adherence with the ASEAN Secretariat Rules and Guidelines.
   b. Assist in the logistical and travel arrangements of relevant ASEAN Secretariat officers and representatives participating in various JENESYS activity batches in Japan and other ASEAN countries.
   c. Liaise with Finance and Budget Division in monitoring the implementing agency’s compliance with the ASEAN Secretariat Rules and Procedures.

3. Assist the Education, Youth and Sports Division in developing and implementing projects and activities undertaken through the utilization of the JENESYS Overhead Costs Allowance in accordance with its Guidelines.

4. Assist the Education, Youth and Sports Division in administrative and logistical matters, including, but not limited to, project appraisal, approval and reporting processes, meeting/event organising, and public outreach-related activities.

5. Execute other duties as required by the Education, Youth and Sports Division and according to the ASEAN Secretariat Rules and Procedures.

Qualifications and Experience:

- At least Bachelor's Degree in Humanities and Social Sciences majoring in International Relations, Public Policy/Administration, Education, Anthropology, or other areas related to socio-cultural development with minimum of two (2) years of work experience performing administrative, financial and project support functions.
- Demonstrated knowledge and technical skills in project management and ability to acquire them. Experience in youth development projects and working with governments is an advantage.
- Strong English proficiency (both verbal and written).
- Demonstrated proficiency in basic office software tools (MS Office suite) and use of relevant IT
solutions.

- Excellent organizational and prioritization skills: ability to coordinate and manage various stakeholders, to organize multiple and simultaneous tasks, and to deliver quality results within a specified timetable.
- Proven interpersonal skills.
- Demonstrated ability to work efficiently under pressure within a multicultural environment.
- Ability to work independently with minimal supervision.
- Sound analytical and problem solving skills, and ability to perform these skills within a complex organisational structure and dynamics.
- Ability and willingness to travel on occasion.
- Flexibility to work irregular hours and perform tasks outside of job description as needed.

**Remuneration and Benefits:**

The successful candidate will be offered a monthly lump sum salary of IDR 13,019,650 inclusive of basic salary, transportation allowance, gratuity, annual bonus, and insurance, upon successful completion of the probationary period of six (6) months.

**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 complete ASEC Employment Application Form attached with recent photograph. Applications sent without the three documents mentioned above will NOT be considered.

Please indicate on the subject heading: Application for Project Assistant for JENESYS EYSD.

Application documents should reach the ASEAN Secretariat by **14 January 2020**. 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](http://www.asean.org/opportunities/asec-employment-form)