THE ASEAN SECRETARIAT INVITES INDONESIAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY

PROJECT OFFICER
FINANCE INTEGRATION DIVISION

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. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit in November 2015, calling the ASEAN Community 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political-Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), 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 Project Officer, Finance Integration Division.

Duties and Responsibilities:

This position is a project staff under the Market Integration Directorate of the AEC Department. Reporting to the Head of Division and Senior Officer of the Finance Integration Division, the Project Officer shall be responsible for providing technical and administrative support to the following areas:

1. Provide technical and administrative support in managing the ASEAN Finance Cooperation Web Portal (AFCWP).
   - Manage the web portal, both public and member’s websites;
• Be responsible for the day to day operation of the AFCWP; maintaining the web portal content, including trouble shooting;
• Upload contents of the web portal and keep the web portal up-to-date;
• Coordinate with Co-Chairs of the various Working Committees under the finance track in updating the web portal;
• Update the web portal appearance and content structure, as suggested by the ASEAN Secretariat;
• Suggest future modifications to the web portal to ensure that the web portal is user friendly and easy to navigate for both public and member’s access as well as keep abreast with new technologies and software to develop online presence;
• Modify and maintain the content management systems of the main portal;
• Prepare relevant graphics and photos to update web portal contents; and
• Prepare the progress report of the AFCWP to be submitted to relevant Working Committees.

2. **Assist in providing logistical support with respect to meetings in the area of ASEAN Finance and Central Bank Cooperation.**
   - Provide technical support, including preparation of briefing notes, presentation materials, and information papers, to the implementation of the strategies, key actions and priority projects under the ASEAN Finance Ministers and Central Bank Governors Meeting (AFMGM);
   - Provide administrative support to the relevant meetings of ASEAN bodies, especially the sectoral bodies under the Ministry of Finance and Central Bank Bodies;
   - Assist in monitoring and reporting the progress of activities/projects under the AFMGM;
   - Assist in liaising with the relevant officers in the Ministries of Finance and Central Banks of the ten Member States of ASEAN;
   - Support the coordination of cross-sectoral matters related to finance integration.

3. **Facilitate the request of the relevant ASEAN bodies.**
   - Provide information to ASEAN bodies as requested;
   - Compile data/ information/ inputs as requested;
   - Support the Assistant Director and Senior Officers of the FID in day-to-day work and activities.
Qualifications and Experience:

- Advanced degree in Computer Science, International Finance, Economics, or Bachelor degree in the above areas with a minimum of two (2) years of working experience in website management tools or web developer area of expertise with troubleshooting and analytical abilities
- Basic knowledge of CCS, HTML, XML and PHP including internet related software
- Basic knowledge of Adobe Photoshop, Adobe Illustrator, Adobe Premier and Adobe Dreamweaver
- Computer literate and proficient in the use of Microsoft Office tools, as well as various page layout, illustration and photograph editing software package
- Demonstrated knowledge, policy and technical skills in the relevant area and ability to acquire them
- Demonstrated commitment to collaborative work practices in multi-cultural environment
- Sensitivity to accuracy and details
- Strong command of English, written and spoken

Remuneration and Benefits:

This position is funded for an initial period of two (2) years. Extension of the post is subject to renewal of mandate and availability of funds. The successful candidate will be offered a monthly lump sum remuneration of IDR 15,367,633 covering salary, medical health, transport allowance, 13th month salary, and gratuity.

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 transcript for Master (if applicable) and Bachelor degrees, and complete ASEC Employment Application Form attached with recent photograph. Incomplete application shall NOT be considered.

Please indicate on the subject heading: Application for Project Officer Finance Integration Division.

Application documents should reach the ASEAN Secretariat by 24 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