THE ASEAN SECRETARIAT INVITES INDONESIAN NATIONALS TO APPLY THE FOLLOWING POSITION

PROGRAMME OFFICER OF THE ASEAN-C prima CHINA COOPERATION FUND (ACCF) MANAGEMENT TEAM

Background

China and ASEAN countries are close neighbors linked by mountains, rivers and seas. Since the establishment of dialogue partnership in 1991 and strategic partnership in 2003, the two sides have stepped up efforts to consolidate political and strategic mutual trust, deepen trade and economic cooperation, enhance connectivity and strengthen people-to-people exchanges, and have achieved fruitful results spanning across a wide array of areas.

Building upon this partnership, in 1997, the Government of the People’s Republic of China launched the ASEAN-China Cooperation fund (ACCF) with the aim to fund activities in promoting cooperation between ASEAN and China in areas such as agriculture, ICT, HRD, mutual investment, Mekong River Basin Development, trade, tourism, transport linkage, education, science and technology and environment, including but not limiting to conducting of seminars, personnel training and exchange of visits and other functional areas. Over the past decades, ACCF has funded hundreds of activities and programmes between ASEAN and China and has been playing a significant role in enhancing functional cooperation between China and ASEAN in various fields.

In order to enhance more effective utilization of ACCF, Upon the agreement between ASEAN and the Government of the People’s Republic of China, the ACCF management team (AMT) has been set up at the ASEAN Secretariat (ASEC) in Jakarta in October 2019 in Jakarta.

As more project proposals seeking funding from the ACCF and additional contribution to the ACCF, the objectives of AMT are to jointly formulate and implement ACCF funded programmes/projects together with ASEAN. The AMT will be responsible for planning, design, management, implementation and programming of ACCF funded programmes/projects. The AMT will report to the ASEAN-China Joint Cooperation Committee (JCC) comprising ASEAN Member States, the Government of the People’s Republic of China, and the ASEAN Secretariat.
Duties and Responsibilities:

The Programme Officer shall provide general assistance and support the Team Leader to ensure efficient and effective design and implementation of ACCF. The duties will include the following:

- Support the AMT’s administrative and general affairs functions;
- Assist in updating project status and preparing/sorting/classifying data required for progress reports, annual reports, etc.;
- Assist Programme Managers in preparing the status of each ACCF programme/project including its account and programmable balance in cooperation with the ASEAN Secretariat, as well as the annual reports; and submit the reports to the ASEAN-China JCC and the ASEAN-China JCC Working Group (WG);
- Provide both technical and administrative support to Team Leader for AMT personnel matter including recruitment and departure of AMT staff;
- Perform other relevant duties commensurate with the post and as assigned by the Team Leader.
- Report directly to the Team Leader of AMT or whom designated by the Team leader.

Qualifications and Experience:

- Bachelor’s degree in business management, development studies or relevant policy area with a minimum of two (2) years of experience in administrative/technical role.
- Demonstrated knowledge, communication and technical skills in the area of project management and the ability to acquire them.
- Able to work effectively in a small team environment involving the sharing of information and at times sharing work loads.
- Good interpersonal communication skills, including experience in cross-cultural environment and international settings.
- Good command of both written and spoken English.
- High-level analytical skills including use of Microsoft Office applications (Word, Excel and Power Point), and ability to provide clear and concise reports.
- Proficiency in Chinese language and knowledge on ASEAN will be an advantage.
- The candidate should be Indonesian national.

Remuneration and Benefits:

Appropriate lump sum remuneration will be offered commensurate with experience and qualification of the candidate.

The successful candidate will initially be contracted for three (3) years, subject to initial three (3) months' probation period. Modification and renewal of contract will be subject to continuation of the project to be agreed by ASEAN Member States, and the Government of the People’s Republic of China, taking into account satisfactory performance of the Appointee and agreement among the three parties (Government of the People’s Republic of China, ASEAN Secretariat, and Appointee).
How to apply:

Send your application to asean.hr@asean.org and cc to ACCFMT@asean.org, highlighting your suitability and potential contribution to the position together with a detailed CV, copies of educational certificates obtained, and complete ASEC employment Application Form attached with recent photograph. The ASEC Employment Application can be download at www.asean.org/opportunities/asec-employment-form. Applications sent without ALL the documents mentioned above will NOT be considered.

Please indicate on the subject heading: Application for Programme Officer of AMT. Completed Application papers should reach the ASEAN Secretariat by 9 February 2020. The selection committee’s decision is final and only shortlisted candidates will be notified.

The Asean Secretariat reserves the right to interpret content herein and decide on any questions or disputes arising from the content. You agree that all such interpretations and decisions shall be final and conclusive, and binding on you as a team member of AMT.