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

CONSUMER PROTECTION OFFICER
COMPETITION, CONSUMER PROTECTION & IPRs 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. 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: Consumer Protection Officer.
Duties and Responsibilities:

Reporting to the Assistant Director/Head of Competition, Consumer Protection & IPRs Division, the Officer shall be responsible to:

1. Provide technical and administrative support to the ASEAN sectoral bodies with respect to facilitating meetings on Consumer Protection:
   - Preparing and coordinating the relevant documents for the meetings, i.e. agendas, information/discussion papers, power point presentations and/or meeting reports;
   - Arranging meeting logistics;
   - Conducting the rapporteuring works in the meetings;
   - Assisting in facilitating discussions in the meetings; and
   - Undertaking and coordinating the follow-up actions and decisions with ASEAN Member States and Dialogue Partners.

2. Provide administrative support with respect to implementation of programmes and projects in the area of consumer protection and related matters:
   - Assisting in formulating, appraising and implementing programmes/projects;
   - Engaging in the implementation of programmes/projects;
   - Monitoring the implementation of programmes/projects;
   - Maintaining and managing data/records/documentation of programmes/projects; and
   - Organizing related seminars/workshops/conferences.

3. Facilitate negotiation among ASEAN Member States with regard to consumer protection and related matters:
   - Compiling data and background information on related issues;
   - Providing inputs as necessary on related issues; and
   - Assisting ASEAN Member States in resolving the issues.

4. Liaise with donor organisations to secure funding and cooperation and assist in the implementation and monitoring of consumer protection-related projects from donor partners, among others:
   - ASEAN-Australia Development Cooperation Program Phase II (AADCP II);
   - AANZFTA Economic Cooperation Support Program (AECSP);
   - United States Federal Trade Commission;
   - Korea Consumer Agency;
   - Organisation for Economic Cooperation and Development (OECD);
   - Global Standards One (GS1);
   - Australian Competition and Consumer Commission (ACCC);
   - New Zealand Commerce Commission (NZCC);
   - Deutsche Gesellschaft fur Internationale Zusammernarbeit (GIZ) GmbH (GIZ);
   - Japan ASEAN Integration Fund (JAIF) and JAIF Management Team;
   - Committee on Consumer Policy of the International Organisation for standardisation (ISO-COPOLCO);
   - Korea Development Institute (KDI), Knowledge Sharing Program (KSP).

5. To assist in the delivery of competition matters as and when the need arises.
Qualifications and Experience:

- Advanced degree in International Economics, International Business and Economic Law, International Trade, Business/Management, or other appropriate related discipline; or Bachelor degree with a minimum of two (2) years work experience in policy, research and other relevant technical role.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders and/or dialogue partners.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- 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.
- Willing to travel at short notice and extended period overseas.

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 Consumer Protection Officer.

Application documents should reach the ASEAN Secretariat by 28 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
- 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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