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

PROJECT OFFICER
FOR DEVELOPMENT OF THE AADMER WORK PROGRAMME 2021 - 2025

Background

The Association of Southeast Asian Nations (ASEAN) has published three issues of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme (2010-2015, 2013-2015 and 2016-2020). The current AADMER Work Programme 2016-2020 will come to an end in December 2020, and ASEAN has started the preparation for the development of the AADMER Work Programme 2021-2025.

The AADMER Work Programme 2021-2025 will take into account the ASEAN Vision on Disaster Management 2025, ASEAN Socio-Cultural Community (ASCC) Blueprint 2025, as well as international frameworks such as 2030 Agenda for Sustainable Development, the Sendai Framework on Disaster Risk Reduction, and other relevant frameworks on disaster management. It will consist of a detailed workplan with timeframe and expected deliverables for 5-year program implementation.

The AADMER Work Programme 2021-2025 will also include a reflection on the ASEAN collective efforts in a global context, as well as chapters summarizing the state of, trends in, and prospects for disaster management in ASEAN with analyses of the opportunities in view of the ASEAN Community 2025 Vision, the relevant characteristics and key result areas in the ASCC Blueprint 2025, Sustainable Development Goals and the Sendai Framework on DRR.

Duties and Responsibilities:

The Project Officer shall provide technical and administrative support and assistance to the implementation of the project. Specific tasks of Project Officer include:

a. Responsible for administrative and logistical preparation to support ASEC in the preparation and conduct of the regional consultative workshops with ASEAN Member States and Partners, Task Force Meetings (invitation letter, registration, air ticket booking, accommodation and meeting venue arrangements, transportation, fund disbursement / payments, financial report, etc).

b. Facilitate coordination and communication between consultants/experts, ASEAN Member States (AMSs) and ASEAN Secretariat (ASEC) as appropriate (e.g. setting up meeting appointments, making travel arrangements, etc).

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c. Provide general assistance in the preparation and review of the draft AADMER Work Programme 2021-2025 as appropriate (e.g. compiling images or graphs, checking figures, preparing power point layout, printing and copying of drafts, filing, etc).

d. Assist the consultant in preparing the progress and final report.

e. Prepare final financial report and relevant supporting documents.

f. Undertake any other relevant tasks as may be required by the ASEC.

Qualifications and Experience:

- Advanced degree in International Relations, Political Science, Economics, Management, or Bachelor degree in the above areas with a minimum of two (2) years of working experience in related field.
- Strong experience in project planning, monitoring and developing of project strategies, including relevant skills in assessing project risks and issues and provide solutions where applicable.
- Experience in project and financial management with exceptional skills on knowledge file management, transcription and other administrative procedures.
- Demonstrated ability to plan and organize tasks and work flows with proven ability for accuracy under pressure and adherence to deadlines.
- Competency in computer skills for a variety of tasks with adequate knowledge of Microsoft Office (particularly word, excel, ppt) and Outlook where relevant to the position.
- Good command of English, both oral and written.
- Demonstrated commitment to teamwork and collaborative work practices as well as ability to work effectively independently.

Remuneration and Benefits:

This position is funded for an initial period of 12 months. Extension of the post is subject to project budget approval and timeline of the project. The successful candidate will be offered a monthly lump sum remuneration of maximum USD 2,000 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: Project Officer of the AADMER Work Programme.
Application documents should reach the ASEAN Secretariat by **19 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)