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

SECURITY COOPERATION DIVISION 1 OFFICER
(Re-advertised)

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 Security Cooperation Division 1 Officer who will coordinate cooperation activities pertinent to transnational crime issues.
**Duties and Responsibilities:**

Reporting to the Senior Officer Security Cooperation Division 1, ASEAN Political-Security Community Department, the Officer shall largely be responsible to:

1. **Provide technical, administrative and substantive support with respect to Meetings under the framework of ASEAN Ministerial Meetings on Transnational Crime (AMMTC) and other relevant ASEAN Meetings as necessary.**
   - Compile and/or draft the relevant documents such as briefing notes, talking points, presentations and other reference documents.
   - Attend Meetings and assist the host country/organiser with Meeting preparations.
   - Assist with and/or draft meeting and/or mission reports.
   - Assist with the coordination of the preparation, service and follow-up actions and decisions of Meetings.
   - Assist in facilitating communication and coordination with and among relevant internal and external parties.

2. **Provide technical and administrative support with respect to ASEAN programmes and projects on transnational crime issues.**
   - Assist in formulating, appraising, implementing and reporting programmes/projects.
   - Monitor and report the overall status of the projects.
   - Ensure project proposals submitted are aligned with ASEAN documents and procedures.
   - Liaise with project proponents and project management teams of the ASEAN Member States and the Dialogue Partners.

3. **Facilitate cooperation on cross-cutting issues on transnational crime, such as on terrorism, trafficking in persons and cybercrime in ASEAN.**
   - Assist in facilitating cross-sectoral and cross pillar coordination and communication among relevant ASEAN bodies.
   - Assist in monitoring the implementation of cross-sectoral and cross-pillar work plans.
   - Attend cross-sectoral and cross-pillar meetings on transnational crime-related issues.

4. **Provide technical, administrative and coordination support for the Division/Directorate/Department.**
   - Assist in the preparation of the Division’s annual budget plan.
   - Develop and update internal reference documents and lists of focal points under the job purviews.
   - Maintain repository of reports and other documents under the job purviews.
   - Web administrator for the AMMTC section of the ASEAN Website.
   - Participate in and contribute to Divisional or Directorate meetings and exercises.
   - Perform other ad hoc tasks as assigned by the Senior Officer, Head of Division, Director, and Deputy Secretary-General of the APSC, as necessary.
**Qualifications and Experience:**

- Advanced degree in International Relations, Political Science, Security Studies or an appropriate related field or discipline; or Bachelor’s degree with a minimum of two (2) years working experience in international relations and related areas.
- Demonstrated commitment to teamwork and strong interpersonal skills to coordinate with multiple stakeholders in a multicultural environment and international setting. Experience working with government agencies will be an advantage.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and the ability to acquire them.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- 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.

**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 Security Cooperation Division 1 Officer.

Application documents should reach the ASEAN Secretariat by 29 February 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.