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

FINANCE OFFICER
ASEAN – ROK DEVELOPMENT COOPERATION
PROGRAMME MANAGEMENT TEAM (AKPMT)

Background

ASEAN and ROK have established their sectoral dialogue partnership in 1989. Building upon this partnership in 1990, the ROK government launched the ASEAN-ROK Special Cooperation fund (SCF) with an aim of enhancing people-to-people exchanges. In 1996, the ASEAN-ROK Future-Oriented Cooperation Project Fund (FOCF) was further launched in order to implement cooperation projects in the fields of human resource development, science and technology, governance, culture and sports, etc. The SCF and FOCR were merged into the ASEAN-ROK Cooperation Fund (AKCF) for a bigger volume to design flagship multi-year programmes. Starting from 2019, the annual budget for the AKCF has been increased to 14 million USD.

In order to ensure more effective utilization of the AKCF, ASEAN and the Government of ROK had agreed to set up the ASEAN-ROK Development Cooperation Programme Management Team (AKPMT) in Jakarta.

The objectives of the AKPMT are to jointly formulate and implement AKCF funded programmes/projects together with ASEAN. The AKPMT will be responsible for planning, design, management, implementation and programming of AKCF funded programmes/projects. The AKPMT will report to the Joint Cooperation Committee (JCC) comprised of ASEAN Member States (AMS), the Government of ROK and the ASEAN Secretariat.

The ASEAN Secretariat is looking for a qualified Indonesian national to fill the position of Finance Officer who will work under the AKPMT.
Duties and Responsibilities:

The Finance Officer shall be Officer-level position with the following responsibilities:

1. **Provide financial reviews of AKCF-funded projects:**
   - Review and analyse budget proposals submitted for AKCF to ensure that the budget items are in line with AKCF manual;
   - Review the financial reports of AKCF-funded projects/programmes and develop financial statement and recommendations;
   - Communicate with relevant stakeholders, including ASEAN Finance and Budgeting Division (FBD), to ensure that the project implemented is fulfilling the AFARP standard;
   - Monitor the disbursement and financial reporting of AKCF funded projects/programmes.

2. **Manage AKPMT financial report and operational budget:**
   - Monitor and record AKPMT project expenditure;
   - Manage AKPMT’s financial documentation, disbursement, and reporting;
   - Maintain records of all pertinent documents;
   - Perform other duties as requested.

Qualifications and Experience:

- Bachelor’s degree in accounting, financing, business administration, or related fields.
- Have minimum 5 years working experience in finance. Experience in managing and reviewing project proposal budget and financial reporting in the development sector or non-profit setting will be an asset.
- Experience and familiarity with ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP) is desirable.
- Strong computer skills in Microsoft Access, Microsoft Excel, and other relevant office application.
- Strong analytical skills.
- Proven ability for accuracy under stress condition and adherence to deadlines.
- Competent in personal organization and priority setting, with the ability to work efficiently under time pressure and manage multiple priorities.
- Have initiative and capable of working independently as well as an effective team player.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment.
- Ability to multi-task, perform tasks outside the usual job scope, and willing to travel on short notice.
• Demonstrated knowledge, communication, and technical skills in the relevant area and the ability to acquire them.
• Fluent in written and spoken English. Fluency in Korean is desirable.

Remuneration and Benefits:
Attractive lump-sum remuneration will be offered commensurate with experience and qualification of the candidate.

The successful candidates will initially be contracted for three (3) years, subject to the initial six (6) months’ probation period. Renewal of contract will be subject to continuation of the project to be agreed by ASEAN Member States and the Government of ROK taking into account the satisfactory performance of the Appointee and agreement among the three parties the Government of ROK, ASEAN Secretariat, and Appointee.

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 Finance Officer AKPMT.

Application documents should reach the ASEAN Secretariat by 15 April 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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