ASEAN-IFAD
Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia
(MAHFSA)

Terms of Reference

PROGRAMME OFFICER
(Indonesian Nationals or ASEAN Nationals Residing in Indonesia Only)

Background

The Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia (MAHFS) seeks to strengthen existing regional coordination mechanisms to facilitate a more harmonised response to tackling the transboundary haze pollution problem and for promoting sustainable forest management and peatland conservation.

The initiative will systematize data and information management and operationalise a flexible regional coordination platform for building capacity, harmonising programmes and projects, coordinating activities of stakeholders engaged in combating haze, and channelling multiple sources of finance to address the haze challenge.

The regional coordination platform will promote the dissemination of best practice, improve fire and haze prevention and support evidence-based policy dialogue, drawing on data collected through a harmonised data management system that extends from local to regional. This initiative will identify both geographic and socio-economic hotspots related to peatland fires and haze in order to foster sustainable alternative income generating activities.

MAHFS will kick-start a process that will engender significant improvements within a 10-year period in achieving the objectives of the ASEAN Agreement on Transboundary Haze Pollution and the targets of the Roadmap on ASEAN Cooperation towards Transboundary Haze Pollution Control with Means of Implementation and in implementing associated National Action Plans on Peatlands (NAPPs).

The ASEAN will be the recipient of the 5-year grant and will work with a consortium consisting of of the Center for International Forestry Research (CIFOR) and the Global Environment Centre (GEC). The grant will be managed, and overall work coordinated, by the ASEAN Secretariat. MAHFS Programme Coordination Unit (PCU) supports the ASEAN Secretariat in facilitating the day-to-day coordination and overall implementation, administration, and financial accountability and monitoring of the Programme.
Main Responsibilities

The Programme Officer will work under the supervision of the Programme Coordinator and will support the Environment Division of the ASEAN Secretariat on work related to haze and peatland management. The Programme Officer, among other tasks, will assist with consolidation and dissemination of technical and financial reporting, organization of MAHFSA related meetings, preparation of necessary documentation, consolidate national M&E data for presentation to regional meetings, and other daily administrative work as required.

- Assist the Programme Coordinator in the management of the PCU where needed, including in the coordination and communication with IFAD, implementing agencies (GEC and CIFOR) and other partners.
- Assist in the timely consolidation of technical and financial reports from and dissemination to project partners.
- Assist the Programme Coordinator in any amendments (if any) to the Programme Implementation Manual (PIM)
- Assist the Programme Coordinator in ensuring the timely and effective delivery and implementation of all components and activities of the project, based on the approved PIM, as well as Annual Work Plan and Budgets (AWPBs) and Procurement Plans (PPs).
- Assist the Programme Coordinator in the establishment of the regional multi-stakeholder platform (under Output 3.1).
- Assist in project M&E activities which may include organising and maintaining relevant documentation for M&E purposes and developing the M&E plan and system.
- Assist in the planning of events, meetings and conferences, including coordinating the arrangements for participants.
- Assist in the preparation for and participation in project steering committee meetings.
- Perform other related duties as required.

Qualifications Requirements

- Advanced degree in Environmental Studies, Natural Resource Management, Forestry or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience in technical role and project management.
- Good research and analytical skills, with demonstrated ability to plan/conceptualize ideas, and organise tasks and work flows.
- Proven skills in problem solving in a complex organisational environment.
- Proven ability for accuracy under stress condition and adherence to deadlines.
- Demonstrated commitment to collaborative work practices in multi-cultural environment.
- Good interpersonal communication skills including the ability to establish and maintain smooth and effective communication and coordination through both formal and informal platforms.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willing to travel frequently on short notice.
- English proficiency and computer literacy are pre-requisites for this position.
Remuneration and Benefits

An attractive lump-sum remuneration package at the level of Technical Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to the duration of the MAHFS.

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 Programme Officer (MAHFS).

Application documents should reach the ASEAN Secretariat by 16 March 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