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

OFFICER – EAST ASIA SUMMIT (EAS) UNIT
EXTERNAL RELATIONS DIVISION 1

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 ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging 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 alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of 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:

East Asia Summit (EAS) Officer, External Relations Division 1.
**Duties and Responsibilities:**

Reporting to the Assistant Director External Relations Division 1, ASEAN Political- Security Community Department, the Officer shall be responsible to:

1. **Provide technical and administrative support to the East Asia Summit (EAS) cooperation**
   - Provide assistance prior, during and post-meetings including:
     - Compiling information and assisting in preparing, when requested, relevant documents such as briefing notes, talking points, presentations, draft texts, document kits;
     - Coordinating meeting logistics with relevant stakeholders;
     - Servicing meetings including manning computer, amendments to documents, taking note, distribution of documents;
     - Assisting in preparing meeting report/summary record and circulation of outcome documents.
   - Assist in the coordination of follow-up actions and decisions with relevant internal and external parties.
   - Administer the EAS website.
   - Assist in maintaining and managing the EAS Unit database, information system, reports and resources.
   - Prepare relevant administrative documents i.e. Memo, letter, as necessary.

2. **Provide technical and administrative support for implementation of programmes and projects under the EAS cooperation framework.**
   - Assist in the coordination of projects and activities under the EAS cooperation.
   - Assist in the formulation of project/programme proposals and in the mobilisation of funding support.
   - Monitor the implementation of project/programme activities.

3. **Facilitate requests from ASEAN Member States and non-ASEAN EAS participating countries as required.**
   - Attend relevant EAS meetings and CPR and CPR-Working Group meetings under relevant agendas when required.
   - Serve as resource person on relevant EAS matters when needed.
   - Assist in coordinating and supporting the work of other Divisions/Directorates on relevant EAS matters when and if requested.

**Qualifications and Experience:**

- Advanced degree in International Relations, Political Science, Economics, Management or an appropriate related field; or Bachelor’s degree with a minimum two (2) years relevant work experience in technical role.
- Demonstrated knowledge, understanding and technical skills in the relevant area and the ability to acquire them.
- Good command of English. Strong listening skill is an advantage.
- Competency in computer skills and adequate knowledge of Microsoft Office and Outlook. Strong typing skill on laptop is an advantage.
- 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 and maintain sound working relationships with stakeholders.
- 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.

**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 EAS Officer.

Application documents should reach the ASEAN Secretariat by 30 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](http://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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