THE ASEAN SECRETARIAT INVITES MYANMAR NATIONALS AND ASEAN NATIONALS RESIDING IN MYANMAR TO APPLY FOR THE FOLLOWING VACANCY

PROJECT OFFICER
AD-HOC SUPPORT TEAM OF THE ASEAN SECRETARIAT ON THE IMPLEMENTATION OF THE PRELIMINARY NEEDS ASSESSMENT RECOMMENDATIONS TO SUPPORT THE REPATRIATION PROCESS IN RAKHINE STATE

Background

The purpose of the Ad-Hoc Support Team of the ASEAN Secretariat is to strengthen the role of Secretary-General of ASEAN as the Humanitarian Assistance Coordinator of ASEAN (SG-AHAC) and existing coordination mechanisms of the ASEAN Secretariat in working with the AHA Centre, relevant stakeholders such as ASEAN Centres, agencies/authorities in Myanmar, and external partners, in supporting the repatriation process in Rakhine State. The Ad-Hoc Support Team will tap onto ASEAN’s networks of expertise and resources available among the relevant sectoral bodies through the respective corresponding divisions of the ASEAN Secretariat to this end.

The broad functions of the Ad-Hoc Support Team will cover the following:

1. **Conduct regular coordination meetings** as guided by the Secretary-General of ASEAN among the Support Team Members and the relevant divisions of the ASEAN Secretariat to discuss developments, opportunities and challenges in facilitating the repatriation process.
2. **Develop, manage and monitor the developments** of an inventory of activities and its implementation to support the repatriation process.
3. **Develop the required advocacy materials** to inform the public and other relevant stakeholders of the work of ASEAN in the repatriation process in Rakhine State.
Duties and Responsibilities:

Reporting to the Director of Operations/Head of the Ad-Hoc Support Team, the Project Officer shall be responsible to:

1. **Conduct regular coordination meetings**

   - Support the Director of Operations of the Ad-Hoc Support Team in facilitating the work of the Secretary-General of ASEAN as the Humanitarian Assistance Coordinator of ASEAN (SG-AHAC) in his mandate by the ASEAN Leaders to lead the implementation of the recommendations of the needs assessment to support the repatriation process in Rakhine State.
   - Regularly report to, and take instructions from, the Director of Operations in all the operations and activities undertaken by the Ad-Hoc Support Team.
   - Prepare and assist the Director of Operations and the SG-AHAC in their role in attending/chairing meetings in Myanmar on Rakhine issues such as the *High-Level Coordination Meetings on Rakhine*.
   - Participate in the meetings convened by the *Technical Working Group on Rakhine* when necessary and relevant to discuss the possible projects and activities planned to facilitate the repatriation of the displaced communities to Rakhine State in close coordination and collaboration with various divisions of the ASEAN Secretariat.
   - Assist the Director of Operations and the SG-AHAC in preparations for their meetings and engagements with other third parties on issues related to repatriation in Rakhine State.
   - Coordinate closely with the relevant divisions of the ASEAN Secretariat, the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) and the ASEAN Emergency Response and Assessment Team (ASEAN-ERAT), or any other ASEAN Centres or Entities when relevant and necessary to facilitate their work in Rakhine State.

2. **Develop, manage and monitor activities and projects**

   - Develop, manage and monitor the development of an inventory of activities in Rakhine and its implementation to support the repatriation process, and act as a point of enquiries and information regarding activities/projects being undertaken by ASEAN and recommended by the Technical Working Group on Rakhine.
   - Assist the Director of Operations and the SG-AHAC in seeking external support from relevant external partners such as but not limited to ASEAN Dialogue Partners, Development Partners and Sectoral Dialogue Partners in ASEAN’s activities in Rakhine State.

3. **Develop advocacy materials**

   - Develop the required advocacy materials to inform the public and other relevant stakeholders of the work of ASEAN in the repatriation process in Rakhine State.
Qualifications and Experience:

- At least a Bachelor degree with strong academic qualification in Disaster Management, Emergency Response, Developmental Studies, Public Administration, International Relations or other related discipline.
- Exposure and experience in areas of disaster management and development cooperation, preferably two (2) years of work experience at the regional and international environment, government and related institutions or private sector.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Demonstrated ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings.
- Demonstrated ability to work independently under harsh and stressful environment.
- Ability to project professionalism, multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice, when required.
- 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:

This position is funded for an initial period until 31 December 2021. 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 2,058 covering salary, medical health, transport allowance, 13th month salary, and gratuity. The successful candidate would be subject to a three-month probationary period, with the possibility of another three months’ extension.

How to apply:

Send your application to asean.hr@asean.org and ahast.asean@gmail.com 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 Ad-Hoc Support Team.

Application documents should reach the ASEAN Secretariat by 13 May 2020. The Selection Committee’s decision is final and only shortlisted candidates will be notified.
Note:

The selected candidate is expected to commence in June 2020.

ASEC Employment Form can be downloaded at [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)

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