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

ASSOCIATE EDUCATION, YOUTH & SPORTS OFFICER

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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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: Associate Education, Youth & Sports Officer.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Culture & Information Division, the Associate Officer shall be responsible to:

1. **Assist in the management, coordination and implementation of projects under the Division’s purview:**
   - Facilitate project appraisal and approval processes, including organising pre-appraisal meetings in coordination with relevant divisions of the ASEAN Secretariat;
   - Assist in the monitoring, evaluation and reporting of projects, including coordinating and managing the flow of information and any financial-related matters; and
   - Maintain communication and obtain required project reports and supporting documents from project proponents and/or implementing agencies.

2. **Assist with technical, administrative and logistical matters related to the convening of meetings, events, and other activities:**
   - Provide technical, administrative and logistical support in the preparation of meetings, events, and other activities, including, but not limited to:
     - Circulation of save-the-dates and other pre-meeting/event information;
     - Circulation of documents;
     - Coordination with the host countries/organisations, including on matters related to protocol;
     - Respond to requests and enquiries regarding technical, administrative and logistical matters;
     - Management of financial-related matters such as budget preparation, execution, monitoring, and reporting; and
     - Facilitation of delegates’ travel arrangements, as appropriate.

   - Provide technical, administrative and logistical support during meetings, events, and other activities, including, but not limited to:
     - Representation of the ASEAN Secretariat in meetings/events/other activities, as appropriate;
     - Assistance in note-taking for further development into draft summary records/reports of meetings/events/other activities;
     - Coordination with the host countries/organisations, including on matters related to protocol; and
     - Respond to requests and enquiries during meetings/events/other activities.

   - Provide technical, administrative and logistical support after meetings, events, and other activities, including, but not limited to:
     - Development of information and advocacy materials (e.g., social media posts);
     - Preparation of mission reports and other internal reports;
     - Circulation of summary records/reports; and
     - Assist in coordination of follow-up actions.

3. **Assist in coordinating with internal and external stakeholders, such as the dissemination of documents for review:**
   - Provide regular updates on education, youth and sports cooperation and respond to ad-hoc requests/queries; and
   - Maintain regular communications with officials from the education, youth and sports sectors of ASEAN Member States and external stakeholders.
4. **Collaborate with colleagues in the ASEAN Secretariat in maintaining documents and files**
   - Manage the shared folders, project database and other repositories of documents, files and records of the division;
   - Provide information upon request from internal and external stakeholders, in consultation with supervisors
   - Coordinate with relevant internal and external stakeholders on the publication of data and information on education, youth and sports cooperation.

**Qualifications and Experience:**

- Bachelor’s Degree in Humanities and Social Sciences majoring in International Relations, Public Policy/Administration, Education, Anthropology, or other areas related to socio-cultural development.
- Demonstrated knowledge and technical skills in project management and ability to acquire them. Experience in supporting education, youth or sports projects and working with governments is an advantage.
- Strong verbal and written English proficiency
- Demonstrated proficiency in basic office software tools (e.g., MS Office suite) and use of relevant IT solutions.
- Excellent organizational and prioritization skills: ability to coordinate and manage various stakeholders, to organise multiple and simultaneous tasks, and to deliver quality results within a specified timetable.
- Proven interpersonal skills.
- Demonstrated ability to work efficiently under pressure within a multicultural environment.
- Ability to work independently with minimal supervision.
- Sound analytical and problem-solving skills, and ability to perform these skills within a complex organisational structure and dynamics.
- Ability and willingness to travel on occasion.
- Flexibility to work irregular hours and perform tasks outside of job description as needed.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **IDR 8,295,000** 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](mailto: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 Associate Education, Youth & Sports Officer.**

Application documents should reach the ASEAN Secretariat by **31 May 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.