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

ASSOCIATE POVERTY ERADICATION & GENDER 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 Poverty Eradication & Gender Officer.
Duties and Responsibilities:

Reporting to the Assistant Director/Head of Poverty, Eradication & Gender Division, the Associate Officer shall be responsible to:

1. Provide administrative support for project development and implementation in support of the ASCC, particularly in women’s and children’s rights, women empowerment, social welfare and development, rural development and poverty eradication and sustainable development goals (SDGs).
   - Assist in liaising with the project consultants, country coordinators and focal points or implementing agency for project coordination and implementation.
   - Support and assist with the update and monitoring of the development and finalisation of the strategic plans/programmes/proposals.

2. Assist AMS/implementing agencies in disbursing and reporting of project funds.
   - Assist in the process of receiving and disbursing funds within a dedicated trust.
   - Assist with the reporting on disbursement of funds.
   - Liaise with the Finance and Budget Division.
   - Assist with monitoring the status of project funds from donors according to planned/estimated costing of activities, and the status of the Project Financial Report.

3. Provide technical and administrative assistance to the relevant ASEAN bodies of the ASEAN Socio Cultural Community (ASCC) with respect to meetings and related projects.
   - Support in contributing to the ASEAN Bodies with respect to their Meetings by ensuring the development and production of logistics, documentation and written materials related to the Meeting, such as administrative notes, logistical arrangement, agenda, information Papers, concept Papers, and other communication materials.
   - Compile and/or provide (filing) the relevant document such as background papers, briefing notes, talking points and presentations for the meetings.
   - Assist with the drafting of travel memo, meeting and/or mission reports.
   - Assist with the coordination of follow-up actions and decisions with relevant internal and external parties.

4. Assist in facilitating requests from the ASEAN Member States, Dialogue Partners and International Organizations as required.
   - Assist in providing timely and prompt update and responses to queries from Member States and external sources with respect to ASEAN Cooperation, with regard to areas under purview.
   - Support in the preparation and submission to relevant Divisions within the ASEAN Secretariat the up-to-date information on the ASEAN Cooperation, with regard to areas under purview, with the Head of the Division informed of the essential developments.
   - Assist in the preparation of information, materials and publications for public dissemination through the ASEAN Website and other means in consultation with Public Outreach and Civil Society Division and other relevant ASEAN Secretariat Directorates and Divisions to raise higher profile of the ASEAN Cooperation in Social and Human Development, in realising the ASEAN Socio-Cultural Community (ASCC).
   - Maintain and update database of focal points and projects.
Qualifications and Experience:

- Bachelor degree in Social Science, Public Administration, Economics, Management, or an appropriate related field or discipline.
- Demonstrated knowledge, research and technical skills in administering and overseeing programme/project management and managing media website portal.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices in multi-cultural environment.
- Proven skills in problem solving in a complex organisational environment.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willing to travel on short notice.
- Good interpersonal skills as well as strong written and verbal communication skills.
- English proficiency and computer literacy are pre-requisites for this position.
- Experience in cross-cultural environment and international settings is an advantage.
- Available for extensive travel.

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 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 Poverty Eradication & Gender Officer.

Application documents should reach the ASEAN Secretariat by 27 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.

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