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: Disaster Management & Humanitarian Assistance (DMHA) Officer.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of DMHA Division, the Officer shall be responsible to:

1. **Provide technical and administrative support to the implementation of the Disaster Management section of the ASCC Blueprint, ASEAN Vision 2025 on Disaster Management, the AADMER and its Work Programme:**
   - Provide technical and administrative support for the implementation of activities assigned to and/or facilitated by the ASEAN Secretariat under the AADMER Work Programme;
   - Assist in identifying areas for improving the implementation of AADMER and the Work Programme;
   - Compile data, develop papers and provide regular updates with regard to the implementation of AADMER and the Work Programme.

2. **Provide technical and administrative support to the meetings of ACDM Working Groups, the ACDM, and other relevant bodies across all the three pillars of ASEAN that require cross-sectoral coordination with issues related to the AADMER:**
   - Prepare relevant documents for the meetings, and assist in rapporteur of the meetings;
   - Coordinate meeting logistics and other administrative aspects with the host country;
   - Do follow-up actions and decisions arising from the meetings; and
   - Provide technical inputs in the meetings as required.

3. **Provide technical and administrative support for promoting cross-sectoral collaboration and multi-stakeholder partnership in the implementation of the AADMER and the Work Programme:**
   - Provide technical and administrative support in cross-sectoral discussions with other divisions in the ASEAN Secretariat, other relevant sectors and pillars in ASEAN, and key stakeholders and partner organizations;
   - Assist in identifying common priority areas where key stakeholders and partners could contribute their resources and expertise, and where collaboration can further be strengthened;
   - Assist in developing partnership strategies to strengthen collaboration with the identified relevant sectors/pillars within ASEAN as well as stakeholders and partner organizations outside ASEAN; and
   - Participate, assist in the rapporteur, and provide support for the follow-up actions and decisions made at relevant discussions.

4. **Provide technical and administrative support for the implementation of Monitoring & Evaluation (M&E) for the AADMER Work Programme:**
   - Provide technical support for the implementation of the M&E tools for the AADMER and the Work Programme;
   - Assist in the implementation of the M&E tools in terms of data collection, validation, and reporting to the ACDM and COP;
   - Provide logistic support in organizing workshops and meetings related to the development and implementation of M&E for the AADMER Work Programme;
   - Provide administrative support in terms of drafting of meeting/mission and other relevant reports as well as notes-to-file; and
   - Coordinate required follow-up actions and decisions from meetings/training courses/workshops and other related events.

5. **Provide knowledge management support for the implementation of AADMER and the Work Programme through networking among Member States and with partners and other stakeholders, and enhancing sharing of information, in coordination with the AHA Centre:**
• Develop and maintain a database system to ensure good documentation of relevant documents to support AADMER implementation; and
• Develop an information sharing system to promote networking among Member States and with partners and other stakeholders, in coordination with the AHA Centre.

6. Perform other relevant duties as assigned by the Head of DMHA Division and/or other designated officers.

Qualifications and Experience:

• Advanced degree in Disaster Management, Developmental Studies, Public Administration, International Relations or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience in a wide spectrum of areas in disaster management at development cooperation (policies, trends, issues and development), preferably at regional and international environment, government, various international organisations, related institutions and/or private sector.
• Ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings;
• 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;
• 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:
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 DMHA Officer.
Application documents should reach the ASEAN Secretariat by **18 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](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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