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

OFFICER
DISASTER MANAGEMENT & HUMANITARIAN ASSISTANCE DIVISION

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 Conference of the Parties (COP) to the AADMER, the ACDM, the ACDM Working Groups and relevant Task Forces, and other relevant bodies related to AADMER and the ASCC Blueprint implementation.**
   - Prepare relevant documents for the meetings;
   - Coordinate meeting logistics with the host country;
   - Assist in the rapporteuring works in the meetings;
   - Coordinate the follow-up actions and decisions; and
   - Provide technical inputs in the meetings as required.

2. **Provide technical and administrative support for the implementation of the AADMER Work Programme and operationalization of the plans and tools under the Work Programme.**
   - Provide administrative and technical support for the implementation of activities assigned to and/or facilitated by the ASEAN Secretariat under the AADMER Work Programme;
   - Provide assistance in the implementation of capacity building activities under the AADMER Work Programme;
   - Assist in the development and implementation of the monitoring and evaluation of the AADMER Work Programme; and
   - Provide administrative and technical support for the development and implementation of standard operating procedures and other operational plans and tools under the AADMER.

3. **Provide technical and administrative support for the operationalisation of the AHA Centre as the operational arm of AADMER.**
   - Assist in the implementation of projects related to the AHA Centre that are managed through the ASEAN Secretariat;
   - Liaise with the staff and experts of the AHA Centre in the implementation of the activities and meetings;
   - Prepare relevant documents for the activities and meetings as required;
   - Support meeting logistics in coordination with the AHA Centre;
   - Assist in the rapporteuring works in the meetings in coordination with the AHA Centre; and
   - Assist with the follow-up actions and decisions.

4. **Provide technical and administrative support with respect to project appraisal, project implementation and project monitoring in the area of disaster management and humanitarian assistance.**
   - Conduct appraisal of relevant projects in the area of disaster management and humanitarian assistance;
   - Coordinate with project proponents/managers on the development of background papers, progress and completion reports, and other relevant papers;
   - Monitor projects and report on implementation issues to supervisors;
   - Prepare, compile and maintain data/records documentation of cooperation projects, including assisting in the preparation of progress and completion reports;
   - Manage and monitor project funds and, together with Finance Budget Division, ensure that financial reports are submitted regularly and timely; and
   - Participate in relevant Project Steering Committee (PSC) meetings.
5. Facilitate communication and cooperation with Member States, and liaise with them in the implementation of AADMER and the ASCC Blueprint.
   - Assist in identifying areas for maintaining and improving communication with Member States and building their trust, confidence and commitment to the implementation of AADMER and the ASCC Blueprint; and
   - Compile data, develop papers and provide regular updates to maintain communication and improve cooperation with the Member States.

6. Facilitate communication and cooperation with partners, including ASEAN Dialogue Partners, United Nations, Red Cross and Red Crescent Movement, other international organisations, academe, civil society, private sector and other humanitarian partners, and liaise with them, in relation to the implementation of AADMER and the ASCC Blueprint.
   - Compile data, develop papers, and provide regular updates to maintain communication with the partners;
   - Develop and maintain database and systems of partners and stakeholders that are contributing or have the potential to contribute to the implementation of AADMER Work Programme;
   - Assist in identifying common areas where partners could contribute their resources and expertise, and where collaboration can further be strengthened;
   - Assist in developing partnership strategy to strengthen collaboration with the identified partners; and
   - Participate in relevant discussions and meetings to improve communication and/or strengthen collaboration with the partners.

7. 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 14 June 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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