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

OFFICER
STATISTICS 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: Statistics Officer.
Overview on the Functions of Division:

The Statistics division manages ASEAN cooperation in statistics, including setting up regional guidelines and frameworks as well as other enabling mechanisms and other initiatives to promote the development, collection, dissemination and communication of timely and comparable ASEAN statistics. It also leads the development of and provision of statistical indicators in support of ASEAN initiatives under the three pillars of the ASEAN Community particularly on integration monitoring, and promotes statistical capacity building.

Duties and Responsibilities:

Reporting to the Senior Officer of Statistics Division, the Officer shall be responsible to:

1. Provide inputs and assist in planning, implementation, coordination and monitoring, of ASEAN statistical cooperation.
   - Provide inputs and assist in the preparation of meeting agenda, materials, and reports/minutes of the ASEAN statistical Meetings, and provide other secretariat, facilitation, and technical services;
   - Gather inputs for and assist in the preparation of concept/information/issue papers for relevant ASEAN bodies, including the Senior Economic Officials Meeting (SEOM);
   - Assist in coordinating with designated focal points of international statistical organizations and donor facilities on statistical cooperation activities;
   - Provide inputs in the preparation of project proposals/paper for technical assistance as may be needed in the implementation of statistical cooperation/development programs/projects.

2. Provide inputs in the development/maintenance/updating of regional statistical database and websites; and data processing and validation for use in the ASEAN statistical database.
   - Carry out the updating of ASEAN statistical database/reports/publications and websites;
   - Facilitate users in accessing information from ASEANstats publications, databases and website;
   - Attend to data requests of ASEAN Secretariat, AMSs, and other stakeholders, and provide other statistical services;
   - Assist in the IT development/maintenance of ASEANstats statistical databases.

3. Work on the production and dissemination of regional statistical indicators in support of planning and monitoring of progress of ASEAN Community.
   - Provide inputs in the development of relevant regional statistical indicators;
   - Maintain/update (collect, compile, and disseminate) data and metadata of the relevant regional statistical indicators;
   - Provide regular statistics updates on specific statistical areas for dissemination through the ASEANstats website, statistical publications, and other information materials;
   - Compile indicators and statistical reports/publications/information materials;
   - Carry out the data pre-processing and validation to ensure data quality and consistency;
   - Compile/update and disseminate statistical reports/publications/other information materials on specific statistical areas;
   - Facilitate users in accessing information from ASEANstats publications/reports, databases;
   - Attend to data requests of ASEAN Secretariat, AMSs, and other stakeholders and provide other statistical services.
4. Follow/implement relevant ISO quality procedures and other administrative procedures.
   - Provide inputs and assist in the planning, implementation, and monitoring of ASEANstats’ work plan and activities;
   - Implement and document ISO quality procedures and other administrative procedures.

5. Perform other tasks as may be assigned by the Head of ASEANstats and higher officials.

Qualifications and Experience:

- Candidate must be national of Indonesia or other AMS residing and eligible to work in Indonesia;
- Advanced degree in Statistics or Economics or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience in technical role.
- Good knowledge and experience in data processing, data quality checking, statistical database development/maintenance, and good command of official statistics. Familiar with issues and initiatives on harmonization of statistics and compilation of official statistics
- Good project/conference/meeting management skills;
- Good analytical and research skills;
- Good communication skills in English (spoken and written);
- Good computing skills, with working knowledge of Microsoft Office (words, excel, PowerPoint), Microsoft Access, SAS/SPSS, or relevant software;
- Good coordination and interpersonal communication skills; and
- Ability to travel.

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 Statistics Officer.

Application documents should reach the ASEAN Secretariat by 12 July 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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