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

POLITICAL COOPERATION DIVISION 1 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 ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging 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 alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of 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:

Political Cooperation Division 1 Officer.
**Duties and Responsibilities:**

Reporting to the Assistant Director and Senior Officer of the Political Cooperation Division 1, ASEAN Political- Security Community Department, the Officer shall be responsible for the following:

1. **Provide technical and administrative support to ASEAN bodies with respect to relevant meetings.**
   - Provide the relevant documents and logistics for the meetings.
   - Prepare and/or compile the relevant documents such as briefing notes, talking points, and presentations for the meetings;
   - Take minutes and assist in the rapporteur work in meetings.
   - Coordinate the follow-up actions and decisions.

2. **Provide technical and administrative support with respect to implementation of programmes and projects in the area of political cooperation.**
   - Liaise with relevant sectoral bodies and ASEAN Member States on projects and activities in the area of political cooperation.
   - Participate in and provide technical support for the implementation of projects and activities in the area of political cooperation.
   - Assist in appraising projects, as required.

3. **Coordinate with all relevant ASEAN Secretariat's Divisions.**
   - Compile relevant papers/information from ASEAN Secretariat's Divisions for the Meetings of the ASEAN Summit, ACC, JCM, CPR and their relevant working groups.
   - Coordinate the required follow-up actions of the relevant Divisions.
   - Complete other tasks relevant to the work of the Division, when necessary.

4. **Facilitate the requests of ASEAN Member States as required.**
   - Compile data for reference.
   - Prepare, compile and maintain data records and documentation of the activities, decisions and initiatives related to the area.

**Qualifications and Experience:**

- Advanced degree in International Relations, Political Science, or an appropriate related field; or Bachelor’s degree with a minimum two (2) years relevant work experience in technical role.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and the ability to acquire them.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to work as part of a team and collaborate with peers and supervisors.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- 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 Political Cooperation Division 1 Officer.

Application documents should reach the ASEAN Secretariat by 17 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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