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

OFFICER – ADMM UNIT
SECURITY COOPERATION DIVISION 2

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. 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 in November 2015, calling the ASEAN Community 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), 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 Security Cooperation Division 2 Officer (ASEAN Defence Minister’s Meeting/ADMM).
Duties and Responsibilities:

Reporting to the Senior Officer Security Cooperation Division 2, ASEAN Political-Security Community Department, the Officer shall largely be responsible to:

1. **Assist with the servicing of ADMM and ADMM-Plus meetings**
   - Prepare draft briefing notes, talking points and presentations for the meetings as well as compile document kit for internal reference during meetings;
   - Assist with the relevant draft reports of the meetings;
   - Assist with the preparation of meetings and coordination of the follow-up actions and decisions arising from the meetings, including circulation of invitation packages and meeting reports;
   - Liaise with stakeholders from the Ministry of Defence, Ministry of Foreign Affairs as well as military establishments of ASEAN and the Plus Countries;
   - Assist with the cross-sectoral/cross-pillar coordination, involving the ADMM/ADMM-Plus; and
   - Provide technical inputs in the meetings as required.

2. **Assist with the knowledge management for defence-related matters**
   - Take stock of/monitor the development in the ADMM, ADMM-Plus, and ARMAC, i.e. record it in appropriate documents of the SCDs;
   - Update the Matrix of the Implementation of the ASEAN Political-Security Community (APSC) Blueprint 2016-2020, with defence, ASEAN Center of Military Medicine (ACMM) and ARMAC-related matters;
   - Respond to internal and external requests for information related to defence matters;
   - Administer the ADMM website, i.e. updating the content and managing the contract with the vendor;
   - Provide updates to the ASEAN website on defence-related matters;
   - Assist with the filing of defence-related documents; and
   - Liaise with general public.

3. **Assist with the project management under ARMAC**
   - Liaise with ARMAC Permanent Secretariat and relevant divisions within the ASEAN Secretariat;
   - Assist with the preliminary review of ARMAC’s project proposals.

4. **Manage internal, logistical matters in support of the operationalisation of the Division**
   - Prepare the monthly report of budget utilisation of the current financial year;
   - Prepare the requested annual budget for the incoming financial year;
   - Update the ADMM, APSC, ASEAN Notional and Non-Traditional Security calendars;
   - Prepare the logistical requirements for missions; and
   - Prepare the logistical requirements for in-house meetings.
Qualifications and Experience:

- Advanced degree in International Relations, Security/Defence/Strategic Studies or Public Policy; or Bachelor’s degree with a minimum of two (2) years working experience in technical role.
- Excellent command of English, written and spoken. Skills in writing official correspondence and documents would be an advantage.
- Strong interest in working with government agencies and good understanding of government bureaucracy, particularly in the areas of political security and defence.
- Knowledge of defence and security issues, research and technical skills.
- Ability to develop, implement, monitor and review cooperation projects.
- Ability to plan and organise tasks and work flows, with accuracy and adherence to deadlines.
- Ability to multi-task, work long and irregular hours, and often times under pressure.
- Ability to develop and maintain sound working relationships with stakeholders.
- Sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Willingness to undertake additional responsibility and tasks as and when required which are in line with the needs of the respective ASEAN sectoral bodies.
- Willingness to travel frequently, sometimes on short notice.
- 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 ADMM Officer – SCD2.

Application documents should reach the ASEAN Secretariat by 30 September 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.