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

OFFICER – ARF UNIT (2 POSITIONS)
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 Regional Forum/ARF).
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. **Provide technical and administrative support to ARF meetings and activities.**
   - Circulate administrative information to all ARF Participants prior to meeting;
   - Compile and/or provide the relevant documents for the meetings such as briefing notes, talking points, presentations, draft texts and document kits;
   - Assist with the drafting of reports;
   - Servicing meetings including manning computer, taking notes, and assist in drafting sessions;
   - Assist in managing the ARF Fund;
   - Assist in coordinating follow-up actions and decisions of the ARF.

2. **Facilitate requests from the ASEAN Member States and non-ASEAN ARF Participants, the general public, and relevant divisions in the ASEAN Secretariat as required.**
   - Attend relevant ARF meetings when required;
   - Provide support as a general resource person when needed;
   - Manage the ARF Focal Points Distribution List;
   - Liaise with stakeholders from the Ministry of Foreign Affairs as well as Ministry of Defence of the ARF Participants, the general public and relevant Divisions in the ASEAN Secretariat;
   - Manage internal logistical matters to support the work of the Division.

3. **Oversee the operations and maintenance of the ARF website.**
   - Update contents on the ARF website on a regular basis;
   - Perform regular maintenance and troubleshooting of the ARF website.

4. **Provide technical and administrative support to ASEAN Maritime Forum and Expanded ASEAN Maritime Forum (AMF/EAMF) and cybersecurity related activities.**
   - Attend relevant meetings when required;
   - Compile and/or provide the relevant documents for the meetings such as briefing notes, talking points, presentations, draft texts and document kits;
   - Assist with the drafting of reports and coordination with relevant internal and external parties;
   - Servicing meetings including manning computer, taking notes, and assist in drafting sessions;
   - Assist with other cross-sectoral and cross-pillar coordination.
Qualifications and Experience:

- Advanced degree in International Relations, Political Science, or an appropriate related field; or Bachelor’s degree with a minimum of two (2) years working experience in technical role.
- Excellent command of English, written and spoken.
- Demonstrated knowledge of international politics and security issues.
- Demonstrated research and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organisational environment.
- Ability to plan and organise tasks and work flows.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices in multi-cultural environment.
- Good oral and written communication skills and sound interpersonal skills.
- Willingness to undertake additional responsibilities outside of the regular job scope as and when required.
- Ability to multi-task, work long and irregular hours, and willingness to travel frequently on short notice.
- Competency in computer skills with adequate knowledge of Microsoft Office or similar programs and content management systems such as WordPress or Joomla.

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 ARF 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
- 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.