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.

The ASEAN Regional Integration Support from the EU (ARISE Plus) Programme supports greater economic integration in ASEAN through the implementation of the ASEAN Economic Community Blueprint 2025 and strengthening institutional capacities. One of the six specific objectives of the ARISE Plus Programme is to support the ASEAN Secretariat's institutional and system development in four key result areas: Strategic Human Resource Development; Risk Management and Business Continuity; Project and Grant Management; and Effective Corporate Services Delivery.

In its efforts in managing uncertainty and minimizing threats, the ASEAN Secretariat (ASEC) has pioneered enterprise risk management programme in the Community and Corporate Affairs Department (CCAD) since 2017. Expanding from this pilot project, in 2020 ASEC has established an organization-wide Risk Management Committee to implement this organization-wide risk management programme and is inviting qualified Indonesian citizens or ASEAN nationals who are...
currently residing in Indonesia to apply for the position of **Risk Management Officer (RM Officer)** funded by the ARISE Plus Programme.

**Overview of the Functions:**

The main responsibility of the RM Officer is to facilitate the organization-wide risk management implementation. The Risk Management Officer reports directly to the Director of Corporate Affairs Directorate. He/she works closely with ASEC’s Risk Management Champions and Focal Points in implementing risk management process.

**Duties and Responsibilities:**

He/she will be responsible for the following duties:

1. Develop and coordinate risk management implementation plan:
   a. Assist in preparing and coordinating the ASEC Risk Management Committee meetings;
   b. liaise with Risk Champions and Risk Focal Points in each department/division in the development of annual risk management action plan; and
   c. follow up and monitor risk management implementation actions.

2. Liaise and coordinate with Risk Champions and Focal Points in ensuring that risk management relevant processes are effectively undertaken in every division.

3. Provide administrative and technical assistance regarding risk management to Risk Champions and Risk Focal Points of each department/division:
   a. Provide advice related to risk matters to Focal Points in implementing risk process, e.g. risk identification, assessment, treatment and reporting; and
   b. Assist Risk Champion of each department in reviewing risk registers/risk implementation report.

4. Consolidate risk management reports from all departments and prepare a summary report for the ASEC Risk Management Committee.

5. Review and propose changes to ASEC Risk Manual and existing risk infrastructures for effective implementation.

6. Organize and facilitate capacity building programs for Risk Management Focal Points, including training, coaching, and study visits.

7. Perform other related tasks as assigned by the Director of Corporate Affairs and/or Risk Management Committee.

**Qualifications and experience:**

- Bachelor degree with a minimum of two years of relevant experience in risk management implementation.
- Proven experience in planning and implementing a risk management system in a big organization/company.
- Demonstrated planning, organizing and facilitating skills; ability to plan, organize and facilitate inter-department meetings, workshops and exercises.
- Good interpersonal and communication skills
- Ability to work independently
- Proficiency in Microsoft Office applications
- Fluently in verbal and written English
- Having a professional certification in risk management is preferable

**Remuneration and Benefits:**
The successful candidate will be offered a monthly lump sum remuneration of **IDR15,367,633** covering salary, medical and insurance, 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 six-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 transcript for Bachelor and Master degree, including PhD (if any), 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 Risk Management Officer.**

Application documents should reach the ASEAN Secretariat by **27 August 2020.** The Selection Committee’s decision is final and only shortlisted candidates will be notified.

**Note:**
- ASEC Employment Form can be downloaded at: [wwwASEAN.org/opportunities/asec-employment-form](http://wwwASEAN.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 the time of application.

**********