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

PUBLIC-PRIVATE SECTOR ENGAGEMENT OFFICER
ENTERPRISE AND STAKEHOLDERS ENGAGEMENT 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: Public-Private Sector Engagement Officer – Enterprise and Stakeholders Engagement Division.
Duties and Responsibilities:

Reporting to the Assistant Director/Head and Senior Officer of Enterprise and Stakeholders Engagement Division, the Officer shall be responsible to:

1. Coordination of Public-Private Sector Engagement Activities
   - Liaise with the relevant sectoral bodies and authorities, chambers of commerce and industries, business councils, and private-sector advisory bodies within and outside ASEAN.
   - Prepare and update contact lists of relevant sectoral bodies and authorities, chambers of commerce and industries, business councils, and private-sector advisory bodies.
   - Coordinate and monitor the development and implementation of programmes and activities relating to intra- and extra-regional public-private sector consultations, engagement and partnership within the AEC Department.

2. Programme and Project Management
   - Propose and implement coherent and integrated programmes and activities to boost trade and investment in cooperation with all relevant public-private stakeholders within and outside ASEAN.
   - Support the organization of events and functions relating to involving public-private sector entities at the regional and extra-regional levels.
   - Provide administrative support with respect to the implementation of programmes and projects within the functional areas of responsibilities.

3. Access to Information for the Private Sector
   - Draft “ASEAN for Business” bimonthly bulletin to provide the private sector with key information and highlights of various initiatives under the AEC as well as the profile and key focus areas of selected ASEAN sectoral bodies.
   - Regularly update and maintain the public-private engagement section of the ASEAN’s website.

4. ASEAN Meeting Support
   - Draft agenda and meeting documentation, including papers, presentations and briefs for ASEAN Sectoral Bodies and ASEAN Secretariat (ASEC) Management, for meetings and consultations involving public-private sector entities at the regional and extra-regional levels.
   - Support and facilitate other meetings as required from time-to-time.

Qualifications and Experience:

- Advance degree in Economics, Management or an appropriate related field or discipline including Law, Development Studies, Public Policy; or Bachelor’s degree with a minimum two (2) years of relevant work experience in the relevant area.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders and/or dialogue partners.
- Demonstrated ability to plan and organise tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- 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 Public-Private Sector Engagement Officer.

Application documents should reach the ASEAN Secretariat by 21 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.

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