



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

**OFFICER
POLITICAL 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. 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: **Officer for Political Cooperation Division 2.**

Duties and Responsibilities:

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

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

- 2. Provide technical and administrative support with respect to the 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 and support for the implementation of projects and activities in the area of political cooperation;
 - Assist in appraising projects, as required.

- 3. Coordinate with the Chair/Country Coordinator of ASEAN-China Dialogue Relations and other ASEAN Member States as well as with relevant divisions in the ASEAN Secretariat.**
 - Compile relevant information for meetings under PCD2's purview;
 - Coordinate the required follow-up actions of the relevant divisions;
 - Coordinate with the Chair in preparation for, and during, the respective meetings, if required.

- 4. Facilitate the requests of ASEAN Member States, as required.**
 - Compile data/information for reference;
 - Prepare, compile and maintain data records and documentation of the activities, decisions and initiatives related to the area;
 - Retrieve and provide reports and reference documents, as requested.

- 5. Provide operational support for the Division/Directorate/Department**
 - Assist the Head of Division in the preparation of the Division's annual budget plan;
 - Participate in and contribute to Divisional or Directorate meetings; and
 - Perform other ad hoc tasks as assigned by the Head of Division, Director, and Deputy Secretary-General of APSC, as necessary.

Qualifications and Experience:

- Advanced degree in International Relations, Political Science, Public Administration, Law 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 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 2 Officer.**

Application documents should reach the ASEAN Secretariat by **28 October 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
