



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

**PROGRAMME COOPERATION & PROJECT MANAGEMENT  
OFFICER**

**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: **Programme Cooperation & Project Management (PCPM) Officer.**

## **Duties and Responsibilities:**

Reporting to the Assistant Director/Head and Senior Officer of Programme Cooperation & Project Management Division, the Officer shall be responsible to :

### **1. Project Appraisal and Approval Process**

- Conduct compliance review on submitted project proposals and facilitate its appraisal in accordance with relevant reference documents;
- Manage incoming and outgoing correspondences from desk officers, project management team, and external partners; and
- Alert desk officers to urgent issues, follow-up and requests that require immediate attention and action.

### **2. Project Management Framework**

- Coordinate and provide inputs to the on-going initiatives to strengthen ASEAN project management frameworks including the adoption of results-based management approach;
- Support organizational initiatives for risk management in ASEAN cooperation project; and
- Support the conduct of orientation /socialisation of relevant guidelines to ASEAN Secretariat officers and project development training for potential proponents in ASEAN Member States.

### **3. Project Monitoring, Completion and Evaluation**

- Monitor project referral and approvals, and liaising with relevant divisions on the project implementation and completions;
- Monitor the overall status of the relevant ASEAN cooperation projects and programmes for compilation in the weekly report; and
- Conduct compliance review of received project progress and completion reports, and facilitate the closing of projects with the relevant Divisions

### **4. Others**

- Servicing ASEAN meetings (the Sub-Committee on Development Cooperation meetings and other meetings related to cooperation development)
- Assist in writing or formulating activity proposals, concept papers, talking points and/or opening remarks, briefing notes, project/activity terms of references, and undertake archival search of relevant documents;
- Supporting the team, as needed, for day to day work.

## **Qualifications and Experience:**

- Advanced degree in International Relations, Social Science, Development Study, Economics, Project Management or an appropriate related field; or Bachelor's degree with a minimum two (2) years relevant work experience in technical role.
- Demonstrated technical skills, experience and knowledge on project development and/or management, project monitoring and evaluation, results-based management, and other relevant areas and ability to acquire them.

- Proven experience in conducting research and analysis
- Demonstrated ability to develop and maintain sound working relationships with stakeholders
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Sound command of English, written and spoken.
- Good oral and written communication skills, including experience in cross-cultural environment and international settings.
- Competency on database management tools is desirable, with full command on Microsoft Application (Word, Excel, Power Point and Microsoft Outlook) and electronic communication.

### **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](mailto: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 PCPM Officer.**

Application documents should reach the ASEAN Secretariat by **25 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](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.

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