



**THE ASEAN SECRETARIAT INVITES INDONESIAN NATIONALS TO APPLY FOR THE
FOLLOWING VACANCY**

**PROJECT OFFICER OF THE MONITORING AND EVALUATION
OF THE AADMER WORK PROGRAMME 2021-2025**

Background

The Association of Southeast Asian Nations (ASEAN) has published three issues of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme (2010-2015, 2013-2015 and 2016-2020). The current AADMER Work Programme 2016-2020 will come to an end in December 2020, and ASEAN has started the preparation for the development of the AADMER Work Programme 2021-2025.

The AADMER Work Programme 2021-2025 will take into account the ASEAN Vision on Disaster Management 2025, ASEAN Socio-Cultural Community (ASCC) Blueprint 2025, as well as international frameworks such as 2030 Agenda for Sustainable Development, the Sendai Framework on Disaster Risk Reduction, and other relevant frameworks on disaster management. It will consist of a detailed workplan with timeframe and expected deliverables for 5-year program implementation.

The AADMER Work Programme 2021-2025 will also include the development of an automated Monitoring and Evaluation (M&E) system to support the effective implementation of the AWP in the next 5 years. The development of an automated M&E system is critical to support systematic generation and collection of reliable data, strengthen analysis for continuous improvement that would drive decision-making and planning for future programme development. The M&E system will also strengthen interlinkages systems, platforms and capacities, between the ACDM and its working groups, the ASEAN Secretariat, and the AHA Centre for ease of sharing information and reinforce learning, foster evidence-based decision-making and promote accountability.

Duties and Responsibilities

The Project Officer shall provide technical and administrative support and assistance to the implementation of the project. Specific tasks of Project Officer include:

1. Provide general assistance in the development of the Monitoring & Evaluation system for the AADMER Work Programme 2021-2025 as appropriate (e.g. compiling images or graphs, checking figures, collecting data and information, preparing power point layout, printing and copying of drafts, filing, etc);
2. Assist the consultant in preparing the progress and final report of the development of the web-based M&E system for the AADMER Work Programme 2021-2025;
3. Facilitate coordination and communication between consultants/experts, ASEAN Member States (AMSs) and ASEAN Secretariat (ASEC) as appropriate (e.g. setting up meeting appointments, making travel arrangements, etc) to support the ASEAN Member States' institutional capacity building on M&E;
4. Prepare final financial report and relevant supporting documents;
5. Undertake any other relevant tasks as may be required by the ASEC.

Qualifications and Experience:

The Project Officer is expected to have the following skills / qualifications:

- Advanced degree in Information Technology, Research and Information Management, or Bachelor Degree in the above areas with a minimum of three (3) years of working experience in related field.
- Strong experience in project planning, monitoring and evaluation, developing of project strategies, including relevant skills in information and technology, software development, assessing project risks and issues and provide solutions where applicable.
- Experience in project and financial management with exceptional skills on knowledge file management, transcription and other administrative procedures.
- Demonstrated ability to plan and organize tasks and work flows with proven ability for accuracy under pressure and adherence to deadlines
- Competency in computer skills for a variety of tasks with adequate knowledge of Microsoft Office (particularly word, excel, ppt) and Outlook where relevant to the position
- Good command of English, both oral and written
- Demonstrated commitment to teamwork and collaborative work practices as well as ability to work effectively independently.

Remuneration and Benefits:

This position is funded for an initial period of 12 months. Extension of the post is subject to project budget approval and timeline of the project. The successful candidate will be offered a monthly lump sum remuneration of maximum USD 2,000 covering salary, medical health, transport allowance, 13th month salary, and gratuity.

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 Master (if applicable) and Bachelor degrees, and complete ASEC Employment Application Form** attached with recent photograph. Incomplete application shall **NOT** be considered.

Please indicate on the subject heading: **Project Officer of the Monitoring and Evaluation of the AADMER Work Programme 2021-2025.**

Application documents should reach the ASEAN Secretariat by **5 November 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
