



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

**OFFICER
HUMAN RIGHTS 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 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: **Human Rights Officer**.

Duties and Responsibilities:

Reporting to the Assistant Director of the Human Rights Division, ASEAN Political- Security Community Department, the Officer shall be responsible to :

1. Provide assistance to pre-, during and post-meetings of AICHR:

- Prepare provisional agenda and tentative programme, document kit, as well as prepare concept papers and/or briefing notes;
- Service meetings, prepare documents, note-taking, distribution of documents;
- Prepare meeting reports/summary records, table of follow-up actions, circulation of outcome documents;
- Follow up on decisions and agreements made at the AICHR Meetings; and
- Prepare technical briefings on thematic human rights issues that relate to the work of AICHR.

2. Assist the implementation of AICHR's programmes and activities:

- Assist in the preparation of concept notes and project proposal, including budget projection and mobilisation;
- Assist in the project appraisal and approval process to ensure compliance with the ASEAN Secretariat's guidelines and procedures;
- Responsible for management of all sources of funds for the implementation of AICHR's programmes and activities; and
- Responsible for monitoring and evaluation (M&E) of AICHR's programmes/activities as well as it reporting as required.

3. Provide technical and administrative assistance to the applications of Civil Society Organisations (CSOs / Institutions for Consultative Relationship with the AICHR:

- Assist the members of the Screening Panel in the evaluation, research and study of the applications; and
- Maintain [1] the register of CSOs/Institutions with consultative relationship with the AICHR and [2] the list of CSOs/Institutions applying for consultative relationship with the AICHR.
- Provide advice to CSOs on their applications.
- Liaison between CSOs/Institutions with consultative relationship and AICHR.

4. Provide technical advice, recommendations and administrative support:

- Conduct collation, research and analysis on issues related to human rights, including AICHR's priority issues;
- Maintain database of information and knowledge on human rights subjects, including on the priority programme/activities of the AICHR;
- Prepare relevant documents for the meetings of AICHR and any other ASEAN meetings as required; and
- Act as a desk officer responsible for coordination with the Secretariat of the ASEAN Institute of Peace and Reconciliation (ASEAN-IPR), including but not limited to necessary support to the appraisal and approval process of ASEAN-IPR projects/activities.

5. Facilitate communication and cooperation among ASEAN Member States, Dialogue Partners and other relevant stakeholders:

- Attend meetings, represent the ASEAN Secretariat and serve as a resource person as required;
- Prepare briefing notes/talking points, moderate discussions and deliver presentations; and
- Prepare reports and summarise meetings with external partners and stakeholders.

6. Any other tasks as directed by the Division and Directorate.

Qualifications and Experience:

- An advanced university degree (Master's or equivalent degree) in Law, Human Rights, Social Science, Development Studies, International Relations or an appropriate related field or discipline with strong academic background; or a Bachelor's degree with not less than two (2) years of relevant work experience in a technical role related to human rights.
- Technical skills and knowledge in human rights or related areas or the demonstrated ability to quickly acquire them.
- Experience in project management is required.
- 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.
- 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 Human Rights Officer.**

Application documents should reach the ASEAN Secretariat by **22 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
