TERMS OF REFERNCE

Capacity Building Project for Farmer’s Organizations to Support the Development of Food Value Chain in ASEAN Countries (CBF)

Assistant Project Officer

Background

For agriculture and food industry sector, the development of food value chain (FVC, including production, processing, distribution and marketing) will open opportunities for agricultural producers and food distributors to increase profits as well as generate social benefits among consumers through access to safe and better-quality agricultural products.

This project is aimed at enhancing the capacity of farmers in ASEAN Member states (AMS) by acquiring the know-how and skills to add value on their products in collaboration with private sector through such as a series of training and/or guidance in field level, thus contributing to ensuring profitable marketing channels for farmers.

Steering Committee (SC), which will be established in each AMS and consist of target farmer’s organization, extension office/training institute and person in charge (PIC) of this project, will play a leading role in capacity building activities for the target farmer’s organisation.

A contracted organisation will conduct dispatch of Japanese experts and training in Japan.

Activities

1) Establishment of Steering Committee (SC) in each AMS
2) Finding Private Food-related Companies (especially Japanese Companies) to Cooperate to SCs in AMSs
3) Capacity Building Activity for Target Farmer’s Organizations
4) Periodical Supply of Agricultural Products Satisfying Buying Criteria from Target Farmer’s Organizations to Collaborating Companies
5) Sharing Successful Cases of Connecting Farmer’s Organizations and Private Companies with All AMSs

All activities of the Project are coordinated by the Japanese Project Coordinator (PC) who is assigned in ASEAN Secretariat (ASEC) in consultation with Assistant Director of Food Agriculture and Forestry Division (FAFD).

This Project will be implemented for three (3) years, commencing from April 2021 and ending in March 2024.
**Duties and Responsibilities**

Under the direct supervision of the Project Coordinator, the Assistant Project Officer shall assist in the management, implementation, and monitoring of the “Capacity Building Project for Farmer’s Organizations to Support the Development of Food Value Chain in ASEAN Countries (CBF).” More specifically, the Assistant Project Officer shall be responsible to:

1. Provide appropriate technical and administrative support with respect to the Project.
2. Liaise inside ASEAN Secretariat and between ASEAN Secretariat, target farmer organization and cooperating companies, and relevant government entities on the activities of the Project.
3. Collect, compile and handle the necessary information and data for project implementation.
4. Coordinate with counterparts on financial processing and preparation of related documents.
5. Assist in conceptualizing, formulating, appraising, implementing and monitoring the activities of the Project.
6. Maintain records and documentation on the activities of the Project.
7. Draft correspondences on matters pertaining to the implementation of the Project.
8. Assist in bookkeeping of the Project budgets.
9. Assist logistical works for activities related to the Project and project staffs.
10. Assist in procuring necessary office supplies.
11. Support other tasks related to the Project assigned by the PC.

**Competencies**

1. Demonstrated ability to support tasks and workflows, with proven accuracy under pressure and in adherence to deadlines.
2. Demonstrated ability to develop technical skills and knowledge in the relevant area of project implementation.
3. Demonstrated ability to develop and maintain sound working relationships with stakeholders.
4. Demonstrated ability to multi-task and perform tasks outside the usual job scope.

**Qualification Requirements**

**Nationalities:** Indonesian citizens or ASEAN Nationals who are currently residing and recruited in Indonesia.

**Education:** Minimum bachelor’s degree in agriculture, food industry, economics, international relations, Japanese or related field from a reputable university.

**Work Experience:** Experience in administrative work, accounting or project management in cross-cultural environment and international settings.

**Languages:** Good oral and written communication skills in English. A communication skill of Japanese is an advantage.

**General qualifications:** Competency in computer skills with adequate knowledge of Microsoft Office tools (Word, Excel, Power Point) and Outlook are relevant to the position.
Remuneration

The successful candidate will be offered a monthly salary of USD 700, inclusive of all allowances. A probationary period of three months shall be applied. Upon successful completion of the probationary period, the candidate will be confirmed until 31 March 2022. The contract shall be renewed on an annual basis based on the results of performance review.

How to apply

Kindly send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a detailed CV, certified 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 copy furnish your application to Mr. Joseph Arbiol at joseph.arbiol@asean.org, Ms. Monica Santosa at monica.santosa@asean.org

Please indicate on the subject heading: Application for Assistant Project Officer to MAFF CBF

The application document should reach the ASEAN Secretariat by 31 January 2021. 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 stuff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 56 years old at time of application.