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

ANALYSIS OFFICER
ASCC ANALYSIS 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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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: Analysis Officer – ASCC Analysis Division.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head and Senior Officer of ASCC Analysis Division, the Officer shall be responsible to:

1) **Provide background research to enhance analytical work programme.**
   - Assist Assistant Director or Senior Officer in undertaking desk or field research on issues relating to the ASCC Pillar;
   - Prepare draft articles, policy briefs, research briefs, infographics for publication;

2) **Provide technical and administrative support with respect to implementation of programmes and projects in the division:**
   - Assist in the formulation, appraisal and implementation of programmes/projects;
   - Maintain an information system on the overall status of projects;
   - Respond to queries and liaise with desk officers to queries and enhance knowledge of stakeholders to communicate effectively on ASEAN issues.

3) **Provide technical and administrative support for The ASEAN magazine, the division’s flagship project:**
   - Assist The ASEAN magazine staff in conducting research in the form of data collection, interviews, literature review, preparation of infographics and diagrams, and fact-checking;
   - Assist in sending requests for and following up on article contributions from ASEAN Secretariat staff as well as external contributors;
   - Conduct basic analysis and write articles for The ASEAN magazine;
   - Source appropriate photos and other images based on the article content and theme of the issue;
   - Manage the dissemination and distribution process of The ASEAN magazine, which includes drafting letters of appreciation to contributors, and working with staff to ensure hardcopies are effectively distributed;
   - Support staff in the day-to-day management of The ASEAN’s social media platforms (Facebook, Instagram, Twitter), which include curating content for each platform; responding to and interacting with readers and followers; and tracking and analyzing social data/metrics;
   - Manage the online presence of the ASCC Magazine, which include creating content based on the magazine and post regularly on the magazine’s social media platforms;
   - Assist in building and engaging with the magazine’s digital community and providing reader feedback. This includes identifying new distribution networks and platforms;
   - Support the planning, development, and implementation of the magazine’s website.

4) **Provide technical and administrative support with respect to meetings organized or serviced by the division:**
   - Prepare meeting documents and folders;
• Manage presentations and other technical aspects during meetings;
• Undertake rapporteur duties in the meetings;
• Coordinate the follow up actions and decisions;
• Coordinate in arranging schedules of meetings;
• Develop/maintain database of think tanks and other organizations relevant to the work of the division.

Qualifications and Experience:

• An advanced university degree in Social Science, Communications or other appropriate specialist discipline related to the areas of work in this Division; or Bachelor degree with no less than two (2) years of working experience in public policy and research.
• Good research skills.
• Demonstrated skills in problem solving, planning and the development of policies and procedures.
• Demonstrated ability to work effectively with people at all levels of the organisation.
• Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
• Competency in computer skills with excellent knowledge of Microsoft Office, Adobe InDesign, and Photoshop (or similar applications).
• Previous content creation experience and strong background in photography, graphic design, and visual thinking, preferable.
• Proven ability for accuracy under pressure and adherence to deadlines.
• Excellent command of English, written and spoken.
• Ability to travel.
• Demonstrated ability to develop and maintain sound working relationships with stakeholders.
• Demonstrated ability to multi-task, work long and irregular hours when required.

Remuneration and Benefits:
Successful candidate will be offered a basic salary of IDR 16,835,950 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 ASCC Analysis Officer.
Application documents should reach the ASEAN Secretariat by **25 January 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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