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

MONITORING OFFICER
ASCC MONITORING 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: Monitoring Officer – ASCC Monitoring Division.
**Duties and Responsibilities:**
Reporting to the Assistant Director/Head of ASCC Monitoring Division, the Officer shall be responsible to:

1) **Assist in the conduct of monitoring of the implementation ASCC Blueprint, including the operationalization of the ASCC Results Framework:**
   - Coordinate with the relevant divisions in ASCC Department to collate, update and report relevant information on the implementation of measures under the ASCC Blueprint.
   - Maintain the ASCC Blueprint Implementation-Focused Monitoring and Key Performance Indicators of the ASCC Results Framework Databases.
   - Assist in the preparation of monitoring reports on the implementation of ASCC Blueprint.
   - Assist in managing projects related to monitoring or assessment of ASCC Blueprint.

2) **Provide technical and administrative support in information dissemination, communication, reporting and advocacy on ASCC:**
   - Assist in ensuring that data, information, research and other technical outputs on ASCC are available and accessible to ASEAN Member States, sectoral bodies, ASEAN Secretariat desk officers and, when appropriate, dialogue partners, private sector and other stakeholders through appropriate media, including web-based.

3) **Provide administrative and logistics support for meetings, workshops, seminars, conferences and other fora organised by ASCC Analysis and Monitoring Directorate (AAMD) and ASCC Department.**

4) **Undertake other duties as may be required with respect to Monitoring, Evaluation, and Learning (MEL) of the ASCC Blueprint.**

**Qualifications and Experience:**

- An advanced university degree in Social Science, Public Policy, Public Administration, Development, Economics or Statistics or other appropriate related fields; or Bachelor degree in with no less than two (2) years of working experience in the relevant area.
- Experience in monitoring and evaluation (M&E) particularly in the use of M&E tools and systems in the areas of international development and international cooperation.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Very good oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Ability to work both independently and as part of a team, as well as complete work in a timely manner.
- Strong report writing, coordination and inter-personal skills.
• Excellent command of English, written and spoken.
• Competency in programming or using relational databases (e.g. SQL), statistical or data visualisation softwares, is an advantage.
• 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.
• Proficient in Microsoft office tools (e.g., Word, Excel, Powerpoint, Access).

**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 Monitoring Officer.

Application documents should reach the ASEAN Secretariat by **17 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](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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