



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

**OFFICER  
ENVIRONMENT 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: **Officer – Environment Division.**

## **Duties and Responsibilities:**

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

- 1. Provide technical and administrative support to the ASEAN bodies with respect to meetings**
  - Coordinate meeting logistics with the host country.
  - Compile and/or provide the relevant documents such as information papers, briefing notes, talking points and presentations prior to the meetings.
  - Service meetings including manning computer, taking notes and assist in drafting sessions.
  - Assist in following-up decisions of meetings and coordinating follow-up actions.
- 2. Provide administrative support with respect to implementation of programmes and projects in the area of environment**
  - Assist in the formulating, appraising and implementing programmes/projects.
  - Assist in monitoring and tracking the progress of projects, programmes and activities.
  - Assist in communication and coordination with partners, implementing agencies, and/or proponents.
  - Maintain an information system on the overall financial status of projects.
  - Maintain and manage documentation of programmes/projects.
- 3. Facilitate ASEAN Cooperation on Environment**
  - Facilitate communication among ASEAN Member States, partners, UN agencies, international organisations etc. on environment related issues.
  - Represent the ASEAN Secretariat and serve as a resource person when needed.
- 4. Provide administrative support to information management of the Division.**
  - Coordinate with other Officers in maintaining information management and supporting information exchange and dissemination for the Division.
  - Maintain records and documentation of activities, decisions and initiatives with regards to regional cooperation in the area of environment.
- 5. Assist the Senior Officer and/or Assistant Director in undertaking substantive work of the Division.**

## **Qualifications and Experience:**

- Advanced degree in Environmental Studies, Natural Resource Management, Coastal Zone / Marine Environment Management or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in technical role and project/program management.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.

- Good interpersonal communication skills including the ability to establish and maintain smooth and effective communication and coordination through both formal and informal platforms, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- English proficiency and computer literacy are pre-requisites for this position.
- Experienced with ASEAN operation, or knowledge of developing and maintaining website and databases will be an advantage.

### **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](mailto: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 Environment Officer.**

Application documents should reach the ASEAN Secretariat by **8 March 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](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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