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

OFFICER
HEALTH 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 – Health Division.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Health 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 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) **Assist in coordinating the ASEAN Health Sector Cooperation based on the ASEAN Post 2015 Health Development Agenda (as attached) particularly on Ensuring Food Safety (i.e. ASEAN Health Cluster 4), to include among others:**
   - Follow-up and monitor the information management system for the specified Health Cluster, in consultation with the SOs and ADR of the Health Division; and, subsequently compile data and other information relevant to health.
   - Maintain records and documentation of the activities, decisions, and initiatives of the cluster/sector in the development of the regional co-operation in health development matters.
   - Provide relevant information and data for the following:
     a) preparation of background papers, reports, and other information materials,
     b) identification of required co-ordination and support in the implementation programmes,
     c) queries concerning with ASEAN social development co-operation matters.
   - Co-ordinate follow up actions to decisions and agreements made at ASEAN meetings.
   - Assist with appraisal and coordination of programmes.

3) **Provide technical and administrative support to the ASEAN Health Sector, based on the Governance and Implementation Mechanism, and the Work Programme of the ASEAN Health Clusters. This is in the context of the preparations in the conduct of meetings, or implementation of regional programme and project activities indicated in the Work Programmes of ASEAN Health Clusters – particularly to the Health Priorities under ASEAN Health Cluster 4 on Ensuring Food Safety. These would include among others:**
   a) Pre-meeting:
      - Supervise the preparation and circulation of concept paper, agenda and programme schedule, and other relevant documents,
      - Prepare and distribute briefing notes and information papers, as assigned,
      - Coordinate with the host country on substantive and logistic preparations for the meeting or the programme/project activity.
b) During the meeting:
   • Present/provide information on relevant topics discussed by meeting.
   • Assist the ADR and SO in preparing and sharing the presentations and drafting the meeting report and press release,
   • Respond to requests/inquiries by DIR/ADR/SO during the conduct of the meetings or programme/project activities,
   • Assist in rapporteur work in the meetings or programme/project activities,
   • Represent the Health Division at meetings, as assigned and necessary.

c) Post-meeting:
   • Assist in preparation of mission reports and follow-up actions,
   • Coordinate follow-up actions, in consultation with the ADR and SoS.

4) Assist in facilitating and coordinating with lead countries or partners in accelerating the implementation of Work Programme or Project activities under ASEAN Health Cluster 4. This include but is not limited to the following:
   • As appropriate, communicate day-to-day with lead countries in the preparation and progress of planned activities based on the time frame of the work plans
   • As assigned, liaise with relevant stakeholders (e.g. Dialogue Partners, technical agencies/institutions, funding agencies, development partners, private sector, NGOs, etc.)
   • Monitor the progress of accomplishments of work plan activities and report accordingly
   • Prepare, compile and maintain data/records of documentation of relevant matters for the ASEAN Health Sector Cooperation
   • Assist in the preparation of progress and completion reports
   • Manage project funds as necessary or as assigned by supervisor
   • Maintain an information system on the overall financial status of projects. Arrange project logistics as necessary or as assigned by supervisor
   • Conduct timely projects appraisal or approval for submitted proposals under the
   • Health Officer’s purview

5) Perform other relevant tasks as may be assigned to the Health Officer.
Qualifications and Experience:

- An advanced university degree in Health Science, Public Health, Community Health and Social Services, Health Regulation, Social Science or any appropriate related field dealing with managing health programmes; or
- Bachelor degree in any health-related or health science discipline with a minimum two (2) years of work experience in programme and project management or coordination on health or social science 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.
- Demonstrated knowledge and skills on health-related policy, research and technical inputs
- Proven skills in problem solving in a complex organisational environment and in work planning and development
- Demonstrated ability to develop, implement, monitor and review programmes and projects
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines
- Sound oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings
- Demonstrate 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
- Sound command of English, both written and spoken.
- 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 Health 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](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.