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

OFFICER of PROJECT MANAGEMENT OFFICE
TRADE FACILITATION 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 of Project Management Office (PMO) – Trade Facilitation Division.
**Duties and Responsibilities:**

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

1. **Coordinate the implementation of the ASEAN Single Window (ASW)**
   - Coordinates the service desk operation by monitoring the progress of support calls, preparing service desk reports and statistics, and making decisions of escalation;
   - Monitors progress on activities of the project and provides regular feedback especially on issues to be resolved, if any, to the Senior Officer of PMO;
   - Provides supplemental support to Member States to manage the national ASW enabling platform while the basic support is to be appointed by each Member States’ software vendors;
   - In coordination with vendors, deploys software updates to Test and Production environment as needed;
   - Identifies potential system changes, evaluates the cost and benefit analysis, and provide the recommendation for solutions;

2. **ASW Regional Services Portal (RS Portal) operation**
   - In coordination with vendors, operate the ASW RS portal, and the ASW network security;
   - Monitors the connection between national ASW enabling platform and ASW RS Portal, and ensures that the files are successfully transferred and the reports are produced;

3. **Others**
   - Service the meeting relevant to ASW matters; and
   - Performs other tasks as requested by the Senior Officer of PMO

**Qualifications and Experience:**

- An advanced university degree in Computer Engineering, Computer Science, Information Technology or an appropriate related field or discipline with strong academic background; or Bachelor degree with a minimum two (2) years relevant work experience in working with project implementation or the operation of the customs/trade facilitation IT systems, preferably in ASEAN countries.
- Experience in the installation, management, and maintenance of distributed information systems for electronic messaging, preferably B2Bi or similar software;
- Experience in the installation, configuration, and maintenance of UNIX operating system.
- Good understanding in XML development, XML schema definitions, rules, and standards;
- Knowledge of programming languages such as SQL, Java, HTML;
- Proven skills in problem solving and communication skills;
- Sound oral and written communication skills and strong interpersonal skills 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;
• Good command of English, written and spoken.

**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 Officer of Project Management Office (PMO).

Application documents should reach the ASEAN Secretariat by **21 July 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)

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