THE ASEAN SECRETARIAT
INVITES ASEAN and KOREAN NATIONALS
TO APPLY FOR THE FOLLOWING VACANCY

PROGRAMME MANAGER
THE ASEAN – ROK PROGRAMME MANAGEMENT TEAM (PMT)

Background

ASEAN and ROK have established their sectoral dialogue partnership in 1989. Building upon this partnership in 1990, the ROK government launched the ASEAN-ROK Special Cooperation fund (SCF) with an aim of enhancing people-to-people exchanges. In 1996, the ASEAN-ROK Future-Oriented Cooperation Project Fund (FOCF) was further launched in order to implement cooperation projects in the fields of human resource development, science and technology, governance, culture and sports, etc. The SCF and FOCR were merged into the ASEAN-ROK Cooperation Fund (AKCF) for a bigger volume to design flagship multi-year programmes. Starting from 2019, the annual budget for the AKCF has been increased to 14 million USD.

In order to ensure more effective utilization of the AKCF, ASEAN and the Government of ROK had agreed to set up the ASEAN-ROK Development Cooperation Programme Management Team (AKPMT) in Jakarta.

The objectives of the AKPMT are to jointly formulate and implement AKCF funded programmes/projects together with ASEAN. The AKPMT will be responsible for planning, design, management, implementation and programming of AKCF funded programmes/projects. The AKPMT will report to the Joint Cooperation Committee (JCC) comprised of ASEAN Member States (AMS), the Government of ROK and the ASEAN Secretariat.

The ASEAN Secretariat is looking for a qualified ASEAN or KOREAN national to fill the position of Programme Manager who will work under the AKPMT.
Duties and Responsibilities:

The PROGRAMME MANAGER shall be senior officer-level positions to provide general management and coordination support to the Team Leader to ensure efficient and effective design and implementation of AKCF. The incumbent will:

- Undertake technical analysis and policy advice in identification, design, formulation, implementation, monitoring and evaluation of AKCF programmes/projects and activities.
- Supervise AKCF reporting requirements and implement quality assurance processes, including visit to relevant facilities and attending relevant meetings as and when necessary.
- Facilitate effective liaison and coordination with the ASEAN Secretariat, ASEAN Member States/Sectoral Bodies, the Government of ROK, and other stakeholders/partners and to undertake visits/attend relevant meetings as and when necessary.
- Maintain a consolidated database of the overall progress of the AKCF programmes/projects implementation and the achievement of results, including records and progress of all programme/project activities and initiatives.
- Monitor and keep track of programme/project developments with the emphasis on ensuring their implementation, completion, and reporting requirements, including financial reports, as per AKCF guidelines and the ASEAN Secretariat’s procedures and regulations.
- Prepare the status of each AKCF programme/project including its account balance in cooperation with the ASEAN Secretariat, as well as the semi-annual reports; and submit the reports to the ASEAN-ROK Joint Cooperation Committee (JCC) and the JCC Working group (WG).
- Manage the contract performance and mobilise inputs required from Consultants/ Specialists/Experts to support the overall AKCF design, formulation or implementation work.

Qualifications and Experience:

- Advanced Degree (Master’s or equivalent degree), preferably in development studies or relevant policy area with at least three (3) years of relevant working experience. Or Bachelor’s Degree, preferably in development studies or relevant policy area with at least five (5) years of relevant working experience.
- Proven ability in ODA (Official Development Assistance) programme/project formulation and management as well as financial and administrative management.
- Solid understanding of international and regional issues, knowledge of ASEAN programmes and activities. Knowledge of ASEAN-ROK strategic relations is an advantage.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Proven high-level analytical skills including use of Microsoft Office applications, and ability to provide clear and concise reports.
- Excellent command of English, written and spoken.
Remuneration and Benefits:
An attractive lump-sum remuneration package will be offered commensurate with experience and qualifications of the candidate.

The successful candidates will initially be contracted for three (3) years, subject to the initial six (6) months’ probation period. Renewal of contract will be subject to continuation of the project to be agreed by ASEAN Member States and the Government of ROK taking into account the satisfactory performance of the Appointee and agreement among the three parties the Government of ROK, ASEAN Secretariat, and Appointee.

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 Programme Manager ASEAN – Korea PMT.

Application documents should reach the ASEAN Secretariat by 21st April 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
- 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.