



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

**OFFICER
SCIENCE and TECHNOLOGY 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 – Science and Technology Division.**

Duties and Responsibilities:

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

- 1. Provide technical and administrative support to the ASEAN Bodies with respect to relevant meetings.**
 - Maintain distribution list and calendar of events
 - Circulate administrative information prior to meetings
 - 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
 - Attend meetings when tasked, take minutes and prepare draft meeting reports
 - Assist in following-up decisions of meetings and coordinating follow-up actions, if tasked

- 2. Provide administrative support with respect to the implementation of programmes, projects and activities under the area of Science and Technology cooperation.**
 - Assist in the endorsement process of proposals
 - Monitor and track the progress of projects, programmes and activities
 - Prepare, compile and maintain documentation related to projects under portfolio
 - Manage project funds assigned
 - Maintain an information system of documents signed, project progress and financial status
 - Arrange project logistics
 - Assist in analyzing the contribution of the programmes, projects and activities to the ASEAN Community

- 3. Support the Senior Officer and/or Assistant Director in undertaking substantive work of the Division.**

Qualifications and Experience:

- An advanced university degree in Management Science, preferably in intellectual property management with working experience in the entire spectrum of work involved in the management of technology; or Bachelor degree in Science or Engineering with no less than two (2) years of working experience preferably in commercialization or business incubation.
- Demonstrated excellent writing skills such as writing analytical reports, project proposals, business letters.
- Demonstrated ability to analyse policies and issues related to science, technology and innovation and present the findings in a manner easily understood by the intended audience.
- Demonstrated ability in managing, monitoring and evaluating initiatives, programmes and projects of different scales.
- Demonstrated knowledge and policy, research and analysis.

- 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.
- Excellent written and oral English communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Proven skills in facilitation.
- 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).
- 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 11,611,000** 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 Science & Technology Officer.**

Application documents should reach the ASEAN Secretariat by **17 December 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
- 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.
