



**THE ASEAN SECRETARIAT  
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS  
WHO ARE ALREADY RESIDING AND ELIGIBLE TO WORK 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
- Prepare draft meeting reports
- Assist in following-up decisions of meetings and coordinating follow-up actions, if tasked
- Attend meetings when required

**2. Provide administrative support with respect to the implementation of programmes, activities and projects under the area of Science and Technology cooperation.**

- Manage projects including monitoring the implementation, tracking and processing fund disbursement
- Maintain an information system of documents signed, project progress and financial status
- Assist to draft after-event reports
- Assist in analyzing the contribution of the Sectoral Body's initiatives to ASEAN Economic Community
- Arrange logistics for events and projects
- Manage project funds
- Develop information and/or concept papers on science, technology and innovation

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

### **Qualifications and Experience:**

- Advance degree in Management Science or appropriate specialist areas that are science or engineering based, preferably with working experience in R&D administration; or Bachelor's degree in Science or Engineering with a minimum two (2) years of relevant work experience preferably in R&D administration.
- Excellent command of English, written and spoken
- Demonstrated competency in facilitating workshops
- Demonstrated ability in project management, monitoring and evaluation

- Demonstrated ability to analyse policies and issues on science, technology and innovation and present the insights in a manner that captures the attention of the intended audience
- Demonstrated ability to analyse data sets and write analytical reports and project proposal
- Demonstrated ability to think out of the box to present complex findings in a manner easily understood
- Demonstrated experience in administrative roles within the Science & Technology landscape
- Demonstrated ability to pay attention to detail
- Demonstrated ability to work under pressure and work within tight deadlines
- Demonstrated willingness to take on extra responsibilities outside of the job scope as and when required
- Demonstrated ability to multi-task, work long and irregular hours when required
- Knowledge of developing and maintaining website and databases will be an advantage
- Proficient in Microsoft office tools (e.g., Word, Excel, Powerpoint, Access)

### **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 Science & Technology Officer.**

Application documents should reach the ASEAN Secretariat by **3 August 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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