THE ASEAN SECRETARIAT INVITES INDONESIAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY

PROJECT OFFICER FOR THE ASEAN SOCIO-CULTURAL COMMUNITY (ASCC) RESEARCH AND DEVELOPMENT PLATFORMS

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. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit in November 2015, calling the ASEAN Community 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 and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political-Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), 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 Project Officer for ASCC Research and Development Platforms.

Duties and Responsibilities:

This position is a project staff under the ASCC Analysis and Monitoring Directorate of the ASCC Department. Reporting to the Head of ASCC Monitoring Division, the project officer shall be responsible for providing technical support to the following areas:

1. Plan and conduct the online forums for effective sharing of knowledge, case studies, and best practices:
   a. Develop, manage, and monitor the planning and conduct of the webinars for the ASCC Research and Development Platforms.
   b. Support the Head of ASCC Monitoring Division in preparing information materials necessary for the planning and implementation of the webinars for the ASCC Research and Development Platforms.
c. Coordinate closely with the relevant divisions of the ASEAN Secretariat (i.e. DMHA, ED, HD) and the Office of Deputy Secretary-General of ASEAN for ASEAN Socio-Cultural Community when relevant and necessary for the planning and conduct of the webinars for the ASCC Research and Development Platforms.

d. Support the Head of ASCC Monitoring Division in facilitating the arrangements for coordination meetings with relevant ASEAN Sectoral Bodies (i.e. ASOEN, ACDM, SOMHD), consultants (e.g. External Advisor), and the JAIF Management Team (JMT) or the Mission of Japan to ASEAN as supporters of this project, as necessary.

e. Facilitate in establishing and maintaining networks of resource persons/experts to provide technical support in the conduct of the webinars for the ASCC Research and Development Platforms, including developing no-papers and/or participate as speakers at the webinars.

f. Facilitate the technical arrangements for the conduct of the webinars, in coordination with the ITSD of the ASEAN Secretariat.

2. Development and publication of the trend reports and policy briefs:

   a. Manage and monitor the planning and development of the quarterly trend reports and the bi-monthly policy briefs for the ASCC Research and Development Platforms.

   b. Coordinate closely with the relevant divisions of the ASEAN Secretariat (i.e. DMHA, ED, HD) and the Office of Deputy Secretary-General of ASEAN for ASEAN Socio-Cultural Community when relevant and necessary for the development and publication of the quarterly trend reports and bi-monthly policy briefs for the ASCC Research and Development Platforms.

   c. Support the Head of ASCC Monitoring Division in facilitating the arrangements for coordination meetings with relevant ASEAN Sectoral Bodies (i.e. ASOEN, ACDM, SOMHD), consultants (e.g. External Advisor), and the JAIF Management Team (JMT) or the Mission of Japan to ASEAN as supporters of this project, as necessary.

   d. Assist the Head of ASCC Monitoring Division in coordination with institutional consultants to conduct the report assessment and writing.

   e. Facilitate the administrative and financial arrangements for the production and publication of the reports and policy briefs.

Qualifications and Experience:

- At least a Bachelor degree with strong academic qualification in Developmental Studies, Public Administration, International Relations, or other related discipline and at least two (2) years professional exposure in a wide spectrum of areas in disaster management/public health/climate change at development cooperation (policies, trends, issues, and development), preferably at the regional and international environment, government, various international organizations, related institutions and/or private sector.

- Demonstrated ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environments and international settings.

- Demonstrated ability to plan and organise tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environments and international settings.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem-solving in a complex organisational environment and in work planning.
- Good command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

**Remuneration and Benefits:**

This position is funded for the period of 12 months. Extension of the post is subject to renewal of mandate and availability of funds. The successful candidate will be offered a monthly lump sum remuneration of maximum USD 2,000 covering salary, medical health, transport allowance, retroactive of 13th month salary and gratuity.

**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 transcript for Master (if applicable) and Bachelor degrees, and complete ASEC Employment Application Form attached with recent photograph. Incomplete application shall NOT be considered.

Please indicate on the subject heading: Application for Project Officer for ASCC RD Platforms.

Application documents should reach the ASEAN Secretariat by 16 June 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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