



ASEAN-Australia Development Cooperation Program (AADCP) Phase II

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

CONTRACTS OFFICER

Background:

As a dynamic region with a population of more than 575 million that aims to live in peace and share prosperity, the Association of Southeast Asian Nations (ASEAN) has embarked on an initiative to build an ASEAN Economic Community (AEC). The AEC is envisioned as a competitive economic region well integrated into the global economy, having equitable economic development, and serving as single market and production base.

In the implementation of the various economic agreements constituting the architecture of the AEC, ASEAN Member States (AMS) have adopted the AEC Blueprint. The Australian Government is pleased to support implementation of the AEC Blueprint through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II).

The **Contracts Officer** will support the AADCP II and work closely with the General Legal Affairs Division of the ASEAN Secretariat (ASEC) pertaining to all aspects in the development and management of agreements and contracts related to procurement of goods/services and personnel for AADCP II and other legal support services for the Secretariat.

This is a full-time position based in ASEC, Jakarta, Indonesia. The position will be expected to travel intermittently to AMS.

Duties and Responsibilities:

The Contracts Officer's duties will cover, but are not limited to, the following:

1. Assist in negotiating, drafting and finalizing agreements and contracts for the best interest of ASEAN.
2. Provide technical and oversight support relating to finance management and program expenditure of the agreements and contracts under AADCP II.
3. Monitoring contract performance and advising compliance with the contract terms and conditions.
4. Maintain and update all procurement files and records and other contracts. This include maintaining the database of contracts entered into by ASEAN and other entities.
5. Provide assistance and guidance to AADCP II and ASEC's relevant divisions in the improvement of procurement systems of goods and services.
6. Provide support to the General Legal Affairs Division in carrying out its day to day functions and roles to support ASEAN and ASEC.
7. When assigned, provide general legal assistance to ASEAN-related bodies (e.g ASEAN Foundation, ASEAN Institute for Peace and Reconciliation, ASEAN Center for Energy, etc.)
8. Receiving and processing all external request/application for the use of ASEAN name as well as maintaining the database of those request/application(s).
9. Perform other relevant duties commensurate with the post and as assigned by his/her supervisors and/or higher authorities of the AADCP II and ASEC.

Qualifications and Experience:

- An advanced university degree (Master's or equivalent degree) in Law or an appropriate related field or discipline with strong academic background; or a Bachelor's degree with not less than two (2) years of relevant work experience in dealing with corporate legal issues.
- Experience and exposure in commercial and business law is preferable.
- Demonstrated knowledge and policy, research and technical skills in the relevant area.
- Sound oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.

- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

The successful candidate will be offered a monthly basic salary of **IDR 11,611,000**. In addition to that, the candidate will receive transportation allowance, and an attractive remuneration package that includes outpatient medical reimbursement, inpatient hospital care, life insurance, annual bonus, and gratuity. Subject to the satisfactory completion of the three-month probationary period, the candidate will be offered a fixed term contract that will be valid until 31 December 2021, with possibility of extension, inclusive of the probationary period. This position is funded through the AADCP II.

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 **Contracts Officer AADCP II**.

Application documents should reach the ASEAN Secretariat by **8 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.
