



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

PROJECT OFFICER FOR ASEAN PRIZE

Background

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with about 370 people, the mission of ASEC is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter.

ASEC is presently seeking a qualified candidate to apply for the position of **Project Officer for ASEAN Prize**. The ASEAN Prize, to be established in 2018, aims to recognise inspiring achievements and contributions of an individual or organisation that foster the ASEAN identity, promote the ASEAN spirit, and champion the ASEAN way in designated focus areas, such as:

- (a) collaboration between ASEAN Member States;
- (b) collaboration between ASEAN and the world;
- (c) people-to-people engagement among ASEAN Member States;
- (d) economic integration and promotion of standards between Member States, or
- (e) outstanding contributions towards ASEAN Community Building.

The ASEAN Prize is envisaged as a premier award and would be bestowed at the ASEAN Leaders' annual Summit or the ASEAN Foreign Ministers' Meeting.

Duties and Responsibilities:

Under the direct supervision of the Director of the Community Affairs Directorate, this position will report to the Head of Community Relations Division (CRD), and shall be responsible to:

1. Assist in the management, coordination and implementation of the ASEAN Prize project:
 - Provide follow-up support in day-to-day communications of the CRD with internal and external stakeholders with respect to the ASEAN Prize project.

- Coordinate with the main sponsors and other donors/relevant stakeholders in the management of the Prize.
 - Ensure project activities are performed in a timely manner by liaising with relevant stakeholders (e.g. ASEAN Member States, the Committee of Permanent Representatives; the Committee of Permanent Representatives Working Group, the Judging Committee, etc.).
 - Liaise and share monitoring report to relevant desk periodically, and evaluation report by the end of project year.
 - Work with relevant ASEC staff to promote the ASEAN Prize and showcase the achievements of the winners through different platforms.
2. Assist in administrative and finance matters with respect to travel arrangements and project reports:
 - Assist appointed representative(s) from the ASEAN Secretariat, Judging Committee and Prize Recipients in logistics and travel arrangements to attend project meetings and activities.
 - Prepare periodic substantive reports as required by donor/s and ASEC.
 3. Assist the Finance and Budget Division (FBD) staff in conducting due diligence to ensure all supporting documents required for project completion and financial reports to ASEC are submitted in a timely manner.
 4. Other Duties/Additional Tasks:
 - Assist the Division with any other relevant tasks as assigned.
 - Execute office duties according to ASEAN Secretariat rules and procedures.

Qualifications and Experience:

- **At least** a Bachelor degree in Business Administration/Management, International Relations or Political Science, or other related discipline with a minimum two (2) years relevant work experience.
- Technical skills and knowledge in project management and/or relevant fields.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Good oral and written communication skills, including experience in cross-cultural environment and international settings.
- Good interpersonal skills, demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Good IT skills with adequate knowledge of Microsoft Office and Outlook. Working knowledge of project database management is preferred.
- Good command of English, written and spoken.
- Knowledge and experience of social media and online knowledge management tools would be a strong advantage.
- Exposure to a wide spectrum of corporate affairs, community relations and public communications in past work experiences and ability to develop and maintain sound working relationship with various stakeholders.

- Ability to function effectively, independently and as part of a team.
- Availability for travel.

Remuneration and Benefits:

The contract duration of this position is **one (1) year** with high possibility for extension. The successful candidate will be offered an attractive monthly lump sum remuneration.

How to apply:

Please 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 and transcript, 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 Project Officer for ASEAN Prize.**

Application documents should reach the ASEAN Secretariat by **28 September 2018**. 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
