



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

**PROJECT COORDINATOR FOR ASEAN SPORTS ZONES**

**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 27<sup>th</sup> 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.

ASEAN and China established the Strategic Partnership for Peace and Prosperity at the 7<sup>th</sup> ASEAN-China Summit in 2003. Since then, various activities have been carried out in areas such as local government, people-to-people exchanges, social development – and public health. Promoting healthy lifestyles has been one of the key priorities of the ASCC Pillar. This priority is being addressed through the work of both the ASEAN sports and health sectors. The results of the Poll on ASEAN Awareness (2018) reveal that the promotion of healthy lifestyles is considered one of the top regional issues ASEAN must prioritise, according to respondents from the business and CSO sectors.

Building on these synergies, and with a view to encourage the promotion of healthy lifestyles and raising ASEAN awareness in the region, the ASEAN Secretariat is proposing a 1 year project for the establishment of ASEAN Sports Zones in ASEAN Member States through support from the ASEAN-China Cooperation Fund (ACCF).

The expected output of this pilot phase of the project is the establishment of an ASEAN Sports Zone in a key public space in Cambodia and Indonesia. Within three (3) phases of implementation, an ASEAN Sports Zone will be established in each of the ASEAN Member States. Cambodia and Indonesia have been identified as the first two Member States in the light of Cambodia’s 2022 ASEAN Chairmanship priorities and feasibility of implementation amidst the COVID-19 pandemic.

In this regard, 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 Coordinator for ASEAN Sports Zones**.

### **Duties and Responsibilities**

The Project Coordinator will be assigned to manage the overall implementation of the pilot implementation of the ASEAN Sports Zones project in two (2) ASEAN Member States. The Project Coordinator will be stationed in Jakarta and report to the Head of Education, Youth and Sports Division of the ASEAN Secretariat.

The Project Coordinator will be in charge of the strategic planning and execution of the ASEAN Sports Zones project in two (2) identified ASEAN Member States, including any technical, administrative, and financial-related duties.

The Project Coordinator will coordinate with China Sports Industry Group Co., Ltd. (CSIG) as the project co-implementing agency (co-IA) and their assigned Technical Instructor(s) who will be stationed in Beijing, China. In liaising with ASEAN Member States, the Project Coordinator will work closely with the Liaison Officers of ASEAN Member States assigned by the SOMS.

The Project Coordinator will be responsible for the following deliverables:

#### *1. Administrative Arrangements*

- a. Develop, review and finalise the *ASEAN Sports Zones Design and Specification Guidelines* in coordination with the co-IA;
- b. Identify and confirm the location of ASEAN Sports Zones in coordination with ASEAN Member States, i.e. focal points of the ASEAN Senior Officials Meeting on Sports (SOMS);
- c. Develop, review and finalise any documents related to the setting up/construction of ASEAN Sports Zone and procurement of equipment in each ASEAN Member State; and
- d. Facilitate meetings and communications with project stakeholders.

#### *2. Project Operationalisation*

- a. Manage the shipping of equipment and setting up of ASEAN Sports Zone in each ASEAN Member State in coordination with the co-IA and SOMS liaison officer;
- b. Perform quality assurance and control measures on the ASEAN Sports Zones after the construction period;
- c. Prepare the content of information/key messages to be displayed in the information panel of each ASEAN Sports Zone, whenever applicable;
- d. Coordinate with stakeholders on the organising of launch events in ASEAN Member States; and
- e. Report to the Education, Youth and Sports Division of ASEAN Secretariat, Mission of China to ASEAN, and ASEAN Member States, including the

development of Project Completion Report (PCR), Annual Progress Report, and Project Financial Report (PFR).

3. *Knowledge Management*

- a. Compile and collect information related to the Project Monitoring and Evaluation (M&E), meeting documentation/archiving, and progress reporting;
- b. Manage the management of ASEAN Sports Zones database, including financial records;
- c. Manage the dissemination of information on ASEAN Sports Zones to local, national, regional and global levels through media releases and social media coverage;
- d. Contribute to the preparation of briefing notes, remarks and publications to help advance the work of ASEAN Sports Zones project through regular information sharing; and
- e. Ensure accurate and timely dissemination of updates on issues relevant to ASEAN Member States.

**Qualifications and Experience**

1. Bachelor's degree in Public Policy/Administration or Management, Urban Planning, Civil Engineering or other areas related to infrastructure development with minimum of two (2) years in project management experience;
2. Proficiency in Mandarin (both verbal and written) is an advantage;
3. Good knowledge of project management cycle;
4. Experience working with governments especially with ASEAN Member States;
5. Knowledge in the ASEAN Community, promotion of healthy lifestyles in ASEAN Member States is an advantage;
6. Experience in developing country work and/or field experience is an advantage;
7. Demonstrated ability to work and motivate staff in a complex work environment; and work effectively with people at all levels of an organization;
8. High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings;
9. Proven skills in management and problem solving in a complex organisational structure and dynamics;
10. Proven ability for accuracy under pressure and adherence to deadlines; and
11. Ability and willingness to multi-task and travel frequently on short notice.

**Note:**

- Professional English proficiency both verbal and written and computer skills are pre-requisites for this position.
- Age shall not be more than 57 years old at time of application.

### **Remuneration and Benefits:**

This position is funded for the period of 12 months with a possibility of extension. The successful candidate will be offered a monthly lump sum remuneration of maximum USD 1,500 covering salary, medical health, transport allowance, retroactive of 13<sup>th</sup> month salary and gratuity.

### **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 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 Coordinator for ASEAN Sports Zones.**

Application documents should reach the ASEAN Secretariat by **25 May 2022**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

ASEC Employment Form can be downloaded at <https://asean.org/careers/>

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