



**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
EDUCATION, YOUTH & SPORTS 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. 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 eligible to work in Indonesia to apply for the position of **Education, Youth & Sports Officer**.

Duties and Responsibilities:

Reporting to the Head/Assistant Director and Senior Officer of Education, Youth & Sports Division, ASEAN Socio-Cultural Community Department, the Officer shall largely be responsible to:

- 1. Facilitate the management, coordination, and implementation of projects under the Division's purview. These tasks include, but are not limited to, the following:**
 - Coordinating the development and implementation of projects with their respective proponents, implementers, and stakeholders, and;
 - Coordinating with relevant ASEAN Secretariat Divisions as well as external partners in preparing fund disbursements or reimbursements.

- 2. Facilitate logistical and administrative matters with respect to servicing meetings and implementing activities under the division's purview by assisting Senior Officers, the Head of Division, the host country, and/or Chair. These tasks include, but are not limited to, the following:**
 - Assist in preparing invitations, administrative notes and provisional agenda;
 - Circulating and distributing meeting documents in coordination with host/organiser;
 - Preparing and distributing briefs and papers;
 - Representing the ASEAN Secretariat at meetings/activities;
 - Preparing draft summary records;
 - Coordinating matters related to protocol;
 - Assisting in the preparation of mission reports, and;
 - Assisting in the coordination of follow-up actions.

- 3. Maintain an appropriate information management system for the division:**
 - Liaising with internal and external stakeholders to obtain updates/information on the education, youth, and sports sectors.

- 4. Undertake any other tasks required by the immediate superiors.**

Qualifications and Experience:

- Advanced degree in the Social Sciences majoring Statistics, Education, International Relations or Public Policy or an appropriate related field; or Bachelor's degree with a minimum two (2) years of relevant work experience in research, policy and other relevant areas, in a coordination or technical role.

- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them. Experience in coordinating education, youth or sports development projects and working with governments is an advantage.
- Strong English proficiency (both verbal and written).
- Demonstrated proficiency in basic office software tools (MS Office suite) and use of relevant IT solutions.
- Excellent organizational and prioritization skills: ability to coordinate and manage various stakeholders, to organise multiple and simultaneous tasks, and to deliver quality results within a specified timetable.
- Proven interpersonal skills.
- Demonstrated ability to work efficiently under pressure within a multicultural environment.
- Ability to work independently with minimal supervision.
- Sound analytical and problem solving skills, and ability to perform these skills within a complex organisational structure and dynamics.
- Ability and willingness to travel frequently and on short notice.
- Flexibility to work irregular hours and perform tasks outside of job description as needed.

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 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 Education, Youth & Sports Officer.**

Application documents should reach the ASEAN Secretariat by **21 August 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/>