



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

**PROGRAM COORDINATOR (1 POSITION)
SENIOR OPERATIONS OFFICER (1 POSITION)
SENIOR PROGRAM OFFICER (3 POSITIONS)**

**FOR THE
AUSTRALIA FOR ASEAN FUTURES (ECONOMIC AND CONNECTIVITY) PROGRAM¹**

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. In 2015, the ASEAN Community was established, comprising of the ASEAN Economic Community, ASEAN Socio Cultural Community and ASEAN Political Security Community. According to the ASEAN 2025: Forging Ahead Together, which captures ASEAN's post 2015 Vision, the ASEAN Community is envisioned as a community with enhanced capacity and capabilities to both respond effectively to challenges and to seize opportunities.

In 2022, ASEAN and Australia signed a Memorandum of Understanding on Australia for ASEAN Futures Initiative (Aus4ASEAN Futures), which aims to support the breadth of ASEAN's objectives, harness new opportunities, respond to emerging challenges, and assist with navigating growing regional complexity. The Aus4ASEAN Futures is expected to deliver AU\$ 204 million over ten years, providing support to all three ASEAN Communities.

As the first stage towards full implementation of Aus4ASEAN Futures, approval for the Australia for ASEAN Futures – Economic and Connectivity (Aus4ASEAN Futures (ECON)) program is currently ongoing, with an anticipated start date in the last quarter of 2022.

Aus4ASEAN Futures (ECON) builds on the highly regarded ASEAN-Australia Development Cooperation Program Phase II (AADCP II) program, which has provided support to the ASEAN Economic Community (AEC) for almost 12 years. The program will also continue to help strengthen capacity of the ASEAN Secretariat in delivering its mandate. This interim program is valued at AU\$ 80 million, pending the development of the broader Aus4ASEAN Futures initiative.

Aus4ASEAN Futures (ECON) will be embedded in the ASEAN Secretariat (ASEC), mobilising resources through an ASEAN trust account, and using ASEAN systems. With a proposed budget of AU\$ 80 million over 10 years, the program aims to achieve the following end-of-program outcomes:

- ASEAN member states' planning, policies and programs more effectively support economic recovery, integration and connectivity.
- ASEAN economic plans, programs and policies more effectively integrate cross-cutting issues, including social inclusion, gender equality and disability.
- Australia is recognised for its positive contribution to ASEAN economic growth, integration and connectivity.

¹Upon approval of the program

The Aus4ASEAN Futures program will also have a component delivered through a Managing Contractor managed by the Australian Mission for ASEAN. This component includes provision for a Panel of Experts to provide timely access to technical/ sectoral expertise relevant to the program.

The Aus4ASEAN Futures program will be governed by a Joint Planning and Review Committee (JPRC) comprised of representatives from ASEAN Member States (AMS) and Australia that meets annually to review program progress and approve forward work planning. A Program Management Team (PMT) comprised of the Aus4ASEAN Program Director(s) and representatives from ASEC are responsible for the delivery of the Program within ASEC. They are supported in the implementation of the program by a Program Planning & Monitoring Support Unit (PPMSU), based in the ASEAN Secretariat, Jakarta. Also part of the PPMSU are Advisers to ensure efficient Monitoring, Evaluation and Learning (MEL), promote gender equality, disability and social inclusion (GEDSI) and strengthen Aus4ASEAN Futures communications and public outreach.

The ASEAN Secretariat is seeking qualified candidates from ASEAN Nationals to fill a number of positions as part of the PPMSU:

- **Program Coordinator (PC), one (1) position:** The PC manages the program team under the PPMSU and coordinate their inputs together with the program's panel of experts/ technical specialists. The PC is responsible for coordinating Aus4ASEAN Futures programming cycle, including project development planning, preparation and management. This position will report to the Program Director.
- **Senior Operations Officer (SOO), one (1) position:** The SOO manages all daily operations at Aus4ASEAN Futures to ensure the program's efficient and effective operations. This position will be responsible for anchoring the operations team (both PPMSU staff and ASEC project staff funded by the program) with robust management of human resource, financial, assets and inventories, procurement, contracting, office operations, logistics and administration. Since Aus4ASEAN Futures program uses ASEC systems, the SOO will be expected to regularly coordinate with relevant ASEAN Secretariat staff on operational matters. The SOO will report to the Program Director.
- **Senior Program Officer (SPO), three (3) positions:** to provide technical support to the Aus4ASEAN Futures program and the ASEAN Secretariat for development, coordination and management of projects. The SPOs will report to the PC.

These are full-time positions to be stationed in Jakarta, Indonesia. Female candidates and people with disabilities are strongly encouraged to apply. Terms of Reference of these positions are attached in the Annex 1 to Annex 3.

Remuneration:

A salary package will be negotiated commensurable with experience. Upon completion of the probationary period, the candidate will be confirmed for a three-year contract, inclusive of the six-month probationary period, in the first instance.

How to Apply:

Send your application via email to: personnel@aadcp2.org highlighting your suitability and potential contribution to the position you are interested in together with a detailed CV, including a recent passport-sized photograph and completed Employment Application Form, which can be

downloaded at <https://asean.org/wp-content/uploads/2022/02/01-ASEC-Employment-Form-2022.doc> (Note: copies of educational qualifications will only be required to be produced by shortlisted applicants)

Please indicate on the subject: Application for **Aus4ASEAN Futures [position title]**.

Application should reach the ASEAN Secretariat by **COB 2 November 2022**. Only short-listed applicants will be notified.

Applications not made using the Employment Application Form will not be considered.

Annex 1. Program Coordinator

Reporting to: Aus4ASEAN Futures Program Director(s)

Broad Statement of Function

- Support ASEC and the Aus4ASEAN Futures Program Director(s) with the overall coordination of program activities across the three ASEAN Community pillars and institutional strengthening of ASEC;
- Provide a central point of reference and information with respect to all Aus4ASEAN Futures programming-related matters;

Lead and manage the program team in the PPMSU

Primary Responsibilities

As part of the Aus4ASEAN Futures Management Team and reporting to the Aus4ASEAN Futures Program Director(s), the Program Coordinator will:

1. Lead and manage the program team in the PPMSU, consisting of a small team of senior program officers and coordinating their input together with the relevant technical specialists/ experts to ensure an effective and efficient program;
2. Support the Program Director(s) in identifying potential project and partnership opportunities through engagement with project proponents, implementing agencies and stakeholders, in line with the Aus4ASEAN Futures End of Program Outcomes (EOPOs).
3. Assist the PMT monitor and review the project management cycle as well as identify new work streams and activities under AADCP II. These include, but will not be limited to:
 - i. raise issues and recommend options to address implementation challenges;
 - ii. ensure no overlaps between AADCP II activities and those generated by other ASEAN Programs;
 - iii. ensure that methodology to deliver development assistance to Member States is sound, sustainable and impactful; and
 - iv. undertake project visits, attend reviews and project steering committee meetings as necessary to understand conditions at the recipient levels;
4. Prepare consolidated Aus4ASEAN Futures Annual Work Plans and budgets;
5. Prepare program-related updates for JPRC meetings and regular reporting;
6. Working together with the Senior Operations Officer, ensure that appropriate management systems are in place for efficient and effective design, appraisal, implementation and monitoring & evaluation of projects;
5. Together with the relevant specialist/ experts, coordinate activities to promote the program's visibility;
6. Guided by the MEL advisor, coordinate activities to implement the Aus4ASEAN Monitoring, Evaluation and Learning (MEL) framework;
7. Guided by the Communications advisor, coordinate communication efforts to ensure that information is accurate, timely, relevant and effectively demonstrating the ongoing performance of the program. This may include establishing internal communication tools and knowledge sharing mechanisms.

Working Relationships:

External

- Australian Government, other dialogue partners and implementers working to support the ASEAN Community Pillars and ASEC Institutional Capacity Building.
- Current and potential Proponents and Implementing Agencies of Aus4ASEAN Futures – supported projects;

- ASEAN focal points for the program/ project activities.

Internal

- Aus4ASEAN Futures Program Management Team (PMT) members
- Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU) team members
- Aus4ASEAN Panel of Experts, including MEL and communications Expert/ Advisor.
- Relevant ASEC Desk Officers dealing with ASEAN Communities and institutional capacity building

Competencies

Technical and managerial

- Program formulation, implementation, monitoring and evaluation;
- Knowledge of concepts and issues relating to ASEAN, ASEAN Cooperation Projects and ASEAN institutional framework;
- Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making;
- Analytical skills;
- High-level consultation, strategic-planning, facilitation and negotiation;
- Leadership, interpersonal and communications skills;
- Stakeholder engagement;
- Gender equality, disability and social inclusion (GEDSI) in programs/projects;
- Knowledge of project operational processes such as procurement and contracting;
- Fluency in English.

Personal Attributes

- Diversity and Inclusion - strives to create a work environment that is inclusive, based on mutual respect, and free from all forms of discrimination.
- Integrity: able to maintain and promote social, ethical and organisational norms and values in conducting activities
- Decisiveness: able to make timely decisions, render judgement and take action when appropriate
- Creative and innovative: able to generate creative solutions to work situations; try different ways to deal with organisational problem and opportunities
- Diplomacy: employs social intelligence and active listening to strengthen relationships, negotiate and resolve conflicts.

Position Requirements

Education

- A Master's degree or equivalent in an appropriate discipline;

Experience

- A minimum of six years of professional experience in dealing with a wide spectrum of program development, coordination and management issues is required, with at least three years in a leadership role;
- Experience in developing, coordinating and managing complex development programs as well as evaluations/ reviews is required;
- Experience with programs related to organisational development, social and economic development, and political security is desirable;
- Experience working within ASEAN systems and/or ASEAN Secretariat is desirable;

- Experience coordinating with partners and stakeholder, particularly high-level government officials in a multi-country (regional) setting is desirable.
- Fluency in English is required.

Annex 2. Senior Operations Officer

Reporting to: Aus4ASEAN Futures Program Director(s)

Broad Statement of Function

- Oversee and provide leadership and management direction to Aus4ASEAN Future's operations team in the PPMSU and coordinate with relevant ASEC staff/ project staff to ensure effective program implementation and adherence to Aus4ASEAN Futures regulations and requirements. This includes HR, Finance, Procurement, Property, Administration and IT functions;
- Provide a central point of reference and information with respect to all Aus4ASEAN Futures operations related matters.

Primary Responsibilities

As part of the Aus4ASEAN Futures Management Team and reporting to the Aus4ASEAN Futures Program Director(s), the Senior Operations Officer will:

1. Provide strategic advice to the Program Director(s) on all aspects of operations and management, including practical strategies for implementation and management structures and systems;
2. Maintain the overall Aus4ASEAN Futures program budget and oversee expenditures to ensure project budgets and spending are in line with approved Annual Work Plans;
3. Support ASEC and the Aus4ASEAN Futures Program Director(s) in authorising the commitment of expenditures from the Trust Funds (for programs/projects and staffing/management support) in line with the scope of approved projects and work plans;
4. Lead the implementation of staff performance management and staff recruitment and provide oversight to administrative procedures including tendering and procurement of goods and consultancy services
5. Develop, improve and quality-assure application of Aus4ASEAN Futures Program Operations Manual and related Guidelines (including Guidelines for Implementation Agencies and Contractors) to ensure compliance with Aus4ASEAN Futures requirements, through consultation and coordination with relevant ASEC Divisions as required. Approve any proposed changes to the Program Operations Manual and other operational documents to ensure alignment to the Program's strategic direction, ASEAN and DFAT requirements. This includes processes and procedures for:
 - a. Procurement;
 - b. Recruitment;
 - c. Logistics, events arrangements;
 - d. Travel;
 - e. Office management;
 - f. General administration;
 - g. Financial Management;
 - h. Information Technology Management;
 - i. Document Management/ Knowledge Management;
 - j. Compliance with all DFAT and ASEAN safeguards policies; and
 - k. Contract Management.
6. Support engagement with Implementing Agencies and contractors as needed, to ensure appropriate application of Aus4ASEAN Futures operational processes and procedures;
7. Maintain Aus4ASEAN Futures Risk Management Matrix in consultation with the Program Director(s) and update the risk matrix on a quarterly basis. Highlight risks to Program

- Director(s) and liaise with Program Coordinator and/or ASEC counterparts to manage, address and mitigate those risks;
8. Lead the process of Financial Reporting to ASEAN and DFAT;
 9. Work closely with Program Coordinator to maintain a culture by which the all teams operate cohesively and efficiently and work to achieve the program's objectives;
 10. Other duties as may reasonably be required by the Program Director(s), consistent with the incumbent's qualifications and experience.

Working Relationships

External

- Current and potential project Proponents and Implementing Agencies (including contractor) of Aus4ASEAN Futures – supported projects.
- ASEAN focal points for project activities.

Internal

- Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU) team members
- Aus4ASEAN Futures Advisor and Panel of Experts.
- Relevant ASEC Desk Officers dealing with operational matters

Competencies

Technical and managerial

- Strong understanding of operational management in donor-funded program development and implementation;
- Analytical skills;
- Comfortable operating at senior management level and interacting with a diverse range of stakeholders and clients (internal or external);
- Leadership, interpersonal and communications skills;
- Stakeholder engagement;
- Knowledge of gender equality, disability and social inclusion (GEDSI) in programs/projects;

Personal Attributes

- Diversity and Inclusion - strives to create a work environment that is inclusive, based on mutual respect, and free from all forms of discrimination.
- Integrity- able to maintain and promote social, ethical and organisational norms and values in conducting activities
- Decisiveness- able to make timely decisions, render judgement and take action when appropriate
- Creative and innovative- able to generate creative solutions to work situations; try different ways to deal with organisational problem and opportunities
- Diplomacy: employs social intelligence and active listening to strengthen relationships, negotiate and resolve conflicts.
- Client orientation - Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions.
- Attention to detail - the ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small.

Position Requirements

Education

- An advanced university degree (Master's degree or equivalent) in business administration, management, organizational design, human resources, or a relevant field is required.

Experience

- A minimum of three years of professional experience in managing operations of donor-funded development programs, including human resource management, procurement, financial management, administration, or related area.
- Experience in managing operations of multifaceted programs involving diverse, multicultural internal and external clients is required.
- Experience in developing processes and procedures and overseeing their implementation is required.
- Experience in managing multi-disciplinary teams is required.
- Fluency in English is required.
- Experience working within ASEAN systems and/or ASEAN Secretariat is desirable.

Annex 3. Senior Program Officer

Reporting to: Aus4ASEAN Futures Program Coordinator

Broad Statement of Function

- Provide technical support to Aus4ASEAN Futures and ASEC for the coordination and management of projects and activities across the three ASEAN Community Pillars and ASEC institutional strengthening.
- Provide a central point of reference and information with respect to projects under his/her purview;
- Facilitate and develop positive relationships with and between the program, ASEAN stakeholders and service providers.

Duties and Responsibilities

1. Provide technical and management support for the implementation of activities related to support for the ASEAN Community pillars and ASEC institutional capacity strengthening, which includes:
 - Coordination/ consultation with ASEC key personnel and Aus4ASEAN Futures team (including technical specialists/ experts) for the identification and development of projects;
 - Preparation and quality assurance of project concepts and proposals in coordination with ASEC desk officers and relevant technical experts;
 - Assisting relevant ASEC desk officers in the implementation of projects, which may include;
 - Coordinating and liaising with the implementing agencies (including consultants/organisations/entities) for the conduct of their tasks;
 - Managing project budget and time by tracking progress against project milestones/ outputs;
 - Identifying and managing risks and issues;
 - Managing and facilitating scope change, when required;
 - Quality assurance of project outputs/ milestones, which may include seeking inputs from Aus4ASEAN technical specialists, as well as commenting, proofing and redrafting;
 - Facilitating workshops/seminars and other appropriate events in coordination with relevant ASEC desk officers and consultants, as required;
 - Prepare project process documents as required, including Terms of References (ToRs), memos etc;
 - Providing technical support for the conduct of monitoring and evaluations (M&E) activities according to the Aus4ASEAN Futures and ASEC/ASEAN M&E and reporting requirements;
2. Strengthen partnership and relationship with proponents, implementing agencies and key project stakeholders to facilitate smooth project delivery;
3. Maintaining appropriate and consolidated electronic and hard copy records of documents related to Aus4ASEAN Futures projects and activities, including risk and issue log;
4. Providing inputs and support in the preparation of Aus4ASEAN strategic documents, Futures Work Plans and Progress Reports.
5. Providing inputs and support to the Aus4ASEAN Futures knowledge sharing, capacity strengthening and continuous improvement efforts;
6. Providing technical and operational support to Aus4ASEAN Futures Program Director(s) through the Program Coordinator.
7. Other tasks at the request of the Program Director and Program Coordinator, as appropriate.

Working Relationships

External

- Current and potential project Proponents and Implementing Agencies of Aus4ASEAN Futures – supported projects.
- ASEAN focal points for the program/ project activities.

Internal

- Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU) team members
- Aus4ASEAN Panel of Experts, including MEL and communications Expert/ Advisor.
- Relevant ASEC officers dealing with ASEAN Community and ASEC Institutional Capacity Building

Competencies

Technical and managerial

- Proficiency in project development, implementation, monitoring and evaluation;
- Knowledge of concepts and issues relating to ASEAN, ASEAN Cooperation Projects and ASEAN institutional framework;
- High-level consultation, strategic-planning, facilitation and negotiation;
- Interpersonal and communications skills;
- Report writing – able to prepare good quality project documents and reports;
- Stakeholder engagement;
- Knowledge of gender equality, disability and social inclusion (GEDSI) concepts and their application in program/projects;
- Fluency in English.

Personal Attributes

- Diversity and Inclusion - strives to create a work environment that is inclusive, based on mutual respect, and free from all forms of discrimination.
- Integrity - able to maintain and promote social, ethical and organisational norms and values in conducting activities
- Diplomacy - employs social intelligence and active listening to strengthen relationships, negotiate and resolve conflicts.
- Client orientation - Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions.
- Detail oriented - verifies important details, ensures accuracy of outputs.
- Multitasking - comfortable undertaking multiple projects and assignments
- Teamwork - works well with others and thrive in a team environment
- Adaptability – adjusts well to new situations and continue working at a high level

Position Requirements

Education

- Master’s Degree or equivalent in a discipline relevant to the Aus4ASEAN Futures sectoral focus, or related field.

Experience

- At least three years demonstrated experience across the whole project management cycle, including in formulation and development, procurement, contracting, budgeting, M&E and reporting.
- Demonstrated experience in preparing project documents (concepts, proposals), Terms of References and Scope of Services documents related to procurement, as well as producing reports and communication pieces to disseminate project information and progress;
- Experience working with government agencies, specifically with high-level government official;
- Strong analytical and problem solving skills in a complex organisational environment and in work planning.
- Excellent command of English, good oral and written communication skills;
- Able to work independently as well as in a team in a multicultural environment.
- Able to perform coordination tasks and undertake multiple assignments
- Sound knowledge about ASEAN including ASEAN Charter, ASEAN Communities, ASEAN Secretariat, and related issues is desirable.