



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

**SENIOR PROGRAM OFFICER (SPO)
FOR THE
AUSTRALIA FOR ASEAN FUTURES PROGRAM**

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 the ASEAN Economic Community, ASEAN Socio-Cultural Community and ASEAN Political-Security Community.

The Australia for ASEAN Futures initiative (Aus4ASEAN Futures), the flagship investment under the ASEAN-Australia Comprehensive Strategic Partnership, is valued at AUD 204 million over 10 years (2022-2032). It is demand-driven, agile and responsive to ASEAN priorities, providing practical support through ASEAN systems and regional architecture. Projects are jointly-agreed and provide equal opportunity and benefit to all ASEAN Member States, providing support to all ASEAN Community Pillars (Economic; Socio-Cultural; and Political-Security).

Aus4ASEAN Futures prioritises the use of ASEAN Secretariat project funding and procurement systems, but also provides technical support to enhance capability and impact. This includes strengthening the technical capability of the program; improving financial management; building in greater gender equality, disability and social inclusion (GEDSI) and monitoring, evaluation and learning (ME&L) capabilities; and better aligning the regional program with bilateral investments.

Aus4ASEAN Futures' end-of-program outcomes include:

- ASEAN Member States' planning, policies and programs more effectively support all ASEAN Communities to promote:
 - a. economic integration, competitiveness, innovation and connectivity;
 - b. inclusive, sustainable, resilient, and dynamic communities; and
 - c. peaceful, rules-based systems.
- ASEAN programs, plans and policies more effectively integrate cross-cutting issues including climate change, social inclusion, gender equality and disability.
- Australia is recognised for its positive contribution to ASEAN.

Aus4ASEAN Futures is 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 and 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 the position of **Senior Program Officer (SPO)**. The SPOs, working collaboratively with other members of the PPMSU, provide technical support to the Aus4ASEAN Futures program and the ASEAN Secretariat for the development, coordination, and management of projects and activities. The SPO will report to the Program Coordinator. Details are in the attached Terms of Reference.

This is a full-time position, stationed in Jakarta, Indonesia. Female candidates and people with disabilities are strongly encouraged to apply.

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@aus4aseanfutures.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 [Senior Program Officer]**.

Application should reach the ASEAN Secretariat by **Tuesday, 13 May 2025 at 23:59 Jakarta time (GMT +7)**. Only short-listed applicants will be notified.

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

Annex 1. Senior Program Officer (SPO)

Reporting to: Aus4ASEAN Futures Program Coordinator

Broad Statement of Function

- Provide support to Aus4ASEAN Futures and ASEC for the development, 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 their purview.
- Facilitate and develop positive relationships within 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, including:
 - Coordination/consultation with ASEC key personnel and the 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, including:
 - Coordinating and liaising with implementing agencies (such as consultants/organisations/entities) regarding the conduct of their tasks;
 - Managing project budget and time by tracking progress against project milestones/outputs;
 - Identifying and managing issues and risk;
 - Managing and facilitating scope change;
 - Quality assurance of project outputs/milestones, including commenting, proofing and redrafting, as well as seeking inputs from technical specialists;
 - Facilitating workshops/seminars and other appropriate events in coordination with relevant ASEC desk officers and consultants;
 - Prepare project process documents;
 - Supporting monitoring and evaluations (M&E) activities according to the Aus4ASEAN Futures and ASEC/ASEAN M&E and reporting requirements;
2. Strengthen partnerships and relationships 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. Provide 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. Supporting and monitoring the implementation of relevant Australian Government policies as provided for under the Aus4ASEAN Futures governance and management arrangements.
8. Supervise staff as required.
9. Other tasks identified by the Program Director and Program Coordinator.

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, Inclusion, and Strategic Communications 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 with appropriate solutions.
- Detail-oriented – verifies important details and ensures the accuracy of outputs.
- Multitasking – ability to prioritize multiple assignments and support effective management
- Teamwork – works well with others and cultivates a positive team environment
- Adaptability – adjusts well to new situations and continues working at a high level
- Solution orientation – anticipates challenges, identifies practical solutions, and contributes to positive results.
- Sound judgement - able to identify risks, assess complex situations, provide well-reasoned recommendations, and support robust decision-making

Position Requirements

Education

- Master's Degree or equivalent in a discipline relevant to the Aus4ASEAN Futures sectoral focus, or related field or Bachelor's degree holders in relevant work experience of a minimum of 5 years may be considered.

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, such as concepts and 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 the ASEAN Charter, ASEAN Communities, ASEAN Secretariat, and related issues is desirable.