



THE ASEAN SECRETARIAT INVITES ASEAN NATIONALS TO APPLY THE FOLLOWING POSITION

PROGRAMME MANAGER OF THE ASEAN-CHINA COOPERATION FUND (ACCF) MANAGEMENT TEAM

Background

China and ASEAN countries are close neighbors linked by mountains, rivers and seas. Since the establishment of dialogue partnership in 1991, strategic partnership in 2003 and comprehensive strategic partnership in 2021, the two sides have stepped up efforts to consolidate political and strategic mutual trust, deepen trade and economic cooperation, enhance connectivity and strengthen people-to-people exchanges, and have achieved fruitful results spanning across a wide array of areas.

Building upon this partnership, the Government of the People's Republic of China launched the ASEAN-China Cooperation fund (ACCF) with the aim to fund activities in promoting cooperation between ASEAN and China in areas such as agriculture, ICT, HRD, mutual investment, Mekong River Basin Development, trade, tourism, transport linkage, education, science and technology and environment, including but not limiting to conducting of seminars, personnel training and exchange of visits and other functional areas.

In order to enhance more effective utilization of ACCF, ASEAN and the Government of the People's Republic of China have agreed to set up the ACCF Management Team (AMT) in Jakarta.

The objectives of AMT are to jointly formulate and implement ACCF funded programmes/projects together with ASEAN. The AMT will be responsible for planning, design, management, implementation and programming of ACCF funded programmes/projects. The AMT will report to the ASEAN-China Joint Cooperation Committee Working Group (ACJCC-WG) comprising ASEAN Member States, the Government of the People's Republic of China, and the ASEAN Secretariat.

Duties and Responsibilities:

The Programme Manager shall provide technical and general management and coordination, including administrative support to the Team Leader and ACCF Management Team at the level of planning, rules and procedures, to build the overall project management framework, and play a role in achieving the goals and objectives of AMT. The Programme Manager will be working under the direction and supervision

of the ACCFMT Team Leader. The incumbent will:

- Undertake technical analysis and policy advice in identification, design, formulation, implementation, monitoring and evaluation of ACCF programmes/projects and activities;
- Supervise ACCF reporting requirements and implement quality assurance processes, including visit to relevant facilities and attending relevant meetings as and when necessary;
- Facilitate effective liaison and coordination with ASEAN Secretariat, ASEAN Member States/Sectoral Bodies, and other stakeholders/partners and undertake visits/attend relevant meetings as and when necessary;
- Maintain a consolidated database of the overall progress of the ACCF programmes/projects implementation and the achievement of results, including records and progress of all programme/project activities and initiatives;
- Monitor and keep track of programme/project developments with the emphasis on ensuring their implementation, completion, and reporting requirements, including financial reports, as per ACCF guidelines and ASEC procedures and regulations;
- Prepare the status of each ACCF programme/project including its account and programmable balance in cooperation with the ASEAN Secretariat, as well as the annual reports; and submit the reports to the ASEAN-China JCC and the ASEAN-China JCC Working Group (WG);
- Manage the contract performance and mobilize inputs required from Consultants/Specialists/Experts to support the ACCF programme formulation or implementation work;
- Carry out other relevant duties assigned by the Team Leader.

Qualifications and Experience:

- Advanced degree (master's or equivalent degree), preferably in Development Studies, International Relations, Social Sciences, Finance or a discipline in relevant policy area covered by the program.
- Minimum of eight (8) years' experience in development assistance or relevant field. Candidates with experience in ASEAN affairs will be given preference.
- Proven ability in ODA (Official Development Assistance) programme/ project formulation and management as well as financial and administrative

management.

- Solid understanding of development cooperation, and regional issues, nature of ASEAN programmes and activities. Knowledge of ASEAN-China strategic relations is an advantage.
- High-level interpersonal, negotiation and communication skills, including Experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organizations and other stakeholders.
- Proven high-level analytical skills including use of Microsoft Office applications, and ability to provide clear and concise reports.
- Excellent command of both written and spoken English.
- The candidate must be a national of an ASEAN Member State.

Remuneration and Benefits:

An appropriate lump sum remuneration will be offered commensurate with experience and qualification of the candidate, in accordance with the ASEC Staff regulations and relevant regulations in China.

The successful candidate will initially be contracted for three (3) years, subject to an initial six (6) months' probation period. Modification and renewal of contract will be subject to continuation of the project to be agreed by ASEAN Member States, and the Government of the People's Republic of China, taking into account satisfactory performance of the Appointee and agreement among the three parties (Government of the People's Republic of China, ASEAN Secretariat, and Appointee).

How to apply:

Send your application to recruitment.amt@asean.org, highlighting your suitability and potential contribution to the position together with a detailed **CV**, **copies of educational certificates** obtained, and **complete ASEC employment Application Form** attached with **recent photograph**. The ASEC Employment Application can be download [here](#). Applications sent without **ALL** the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Programme Manager of AMT 2026**. Completed Application papers should reach the ACCF Management Team

by **02 May 2026**. The selection committee's decision is final, and only shortlisted candidates will be notified.
