



Job Description

Job Title:	Project Officer (Procurement Specialist) (SEA-MaP)
Department:	ASEAN Socio Cultural Community (ASCC)
Directorate:	Sustainable Development
Division:	-
Reporting to:	Project Director of Southeast Asia Programme on Marine Plastics (SEA-MaP)
Supervisory responsibility:	-

Overview of the Project

SEA-MaP is a regional World Bank (WB)-financed five-year program aiming to support the Member States of the Association of Southeast Asian Nations (ASEAN) to combat marine plastic pollution and address associated negative effects by contributing to the implementation of the ASEAN Regional Action Plan on Combating Marine Plastic Debris in ASEAN Member States. The regional project is designed along three components: (1) Strengthen Regional Policies and Institutions for Plastics Circularity; (2) Establishing Regional Platforms to Promote Innovation, Knowledge, and Partnerships for Plastics Circularity; and (3) Project Management. A detailed description of the project is available in the [Project Appraisal Document \(PAD\)](#).

SEA-MaP is being implemented by the Association of Southeast Asian Nations (ASEAN) through the ASEAN Secretariat (ASEC). The implementation structure is comprised of a Project Steering Committee (PSC), a Project Management Unit (PMU), and a Regional Implementation Support Unit (RISU), and will focus on building the capacity of the ASEC and other stakeholders. UNOPS personnel embedded in the RISU will have clear and well-defined roles and responsibilities and each personnel will have its respective counterpart in the PMU.

The PMU plays a central role in program implementation, coordination, and monitoring, including providing day-to-day project operation and supervision. The PMU works closely with the PSC, RISU, and the relevant departments and divisions in ASEC, and seek their support and advice as needed. To enable effective communication and collaboration, the PMU will be co-located in ASEC's office compounds in Jakarta, Indonesia.

The SEA-MaP PMU is seeking a Project Officer (Procurement Specialist) to support the PMU in procurement activities and provide essential administrative and logistical support to the team. The Project Officer (Procurement Specialist) will work under the supervision of the PMU Project Director, and coordinate with relevant project stakeholders (e.g., the World Bank, RISU and the relevant divisions at the ASEC). The position is open to either nationals of Indonesia or other AMS already residing and eligible to work in Indonesia.

Duties and Responsibilities of the Position

The Project Officer (Procurement Specialist) will have a contract with ASEAN Secretariat until 31 March 2027, subject to a six-month probationary period, annual performance reviews and duration of the project. Based on the agreed performance standards, performance shall be evaluated at the end of the six-month probation period. This position is based in Jakarta,

Indonesia. The successful candidate is expected to take on duties as soon as possible. Successful candidate will be offered a lump sum salary of IDR 17,544,450.

The Project Officer (Procurement Specialist) will be responsible for providing procurement support and operational technical assistance to PMU, ensuring compliance with the applicable World Bank Procurement Guidelines, the provisions of the Legal Agreements, and all relevant laws. The Project Officer (Procurement Specialist) will also assist with provide support in all procurement tasks and issues and operations-related responsibilities. The Project Officer (Procurement Specialist) will be expected to carry out the following activities but not limited to:

1. Implement and advise on the whole procurement process for goods and works and non-consulting services according to the Project Procurement Plan(s) and the applicable World Bank's Procurement Regulations including:
 - Review and assist in the preparations of the technical specifications of goods/works;
 - Support in advertising of the Invitation for Bids/ Quotations;
 - Identify the sources of supply, evaluate the eligibility and qualifications in order to prepare the list of suppliers/contractors for contracts procured using the purchasing method; and
 - Prepare bidding documents/request for quotations, bids/quotations evaluation reports, contract conditions in accordance with the sample documents applied for the respective projects with the support of the technical experts.
2. Assist with the process of the selection and employment of project consultants according to project Procurement Plan(s) and the applicable WB's Procurement Regulations including:
 - Assist in preparation and finalization of Terms of Reference (TORs), requesting for expression of interest, short-listing of consultants, RFPs, drafting contracts, etc.;
 - Undertake due diligence assessments and compliance checks for organisations selected through the procurement process;
 - Review evaluation reports and contract negotiation with selected consultants; and
 - Assist in monitoring and supervising the contract implementation.
3. Lead in the evaluation of bids/proposals, and the preparation of reports, more specifically:
 - Ensure the technical, commercial and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents;
 - Review and issue comments, as necessary, on contract packages procured;
 - Assist in the review and preparation of the WB's standard evaluation reports prepared by the PMU for all contracts subject to prior review before their sending to the WB for "no objection";
 - Ensure that project costing is in line with the project outcome; and
 - Ensure the timely procurement documentation for goods, works, and services (procurement planning and implementation).
4. Assist with the development, updating and monitoring of project procurement plans including preparing the procurement time schedule for the implementation of this plan.
5. Support with the end-to-end procurement lifecycle, including the systematic upload, maintenance, and tracking of procurement documentation in STEP, and ensure all work packages are fully completed and closed in compliance with project guidelines. Monitor procurement implementation progress and flag procurement-related risks, delays, compliance issues, or bottlenecks with recommended follow-up actions where appropriate.
6. Prepare TORs for specialist procurement services as required from time to time. Assist and facilitate the review and evaluation of proposals from consultants. Assist with managing the quality and timeliness of consultants' work to World Bank, ASEC and relevant procurement standards. Lead technical review of draft and final deliverables. Coordinate review by World Bank Procurement Specialists. Manage consultations and disclosure of documents.
7. Assist with identifying appropriate vendors for purchases of goods and services that the project may require.
8. Provide administrative and logistical assistance to facilitate the day-to-day operations of the PMU and the broader Project. This may include supporting the management of office assets, supplies inventory and office repairs, maintaining and improving both digital and

physical filing systems, as well as supporting travel arrangements of team members, among others.

9. Set up effective record keeping systems for all procurement and purchasing contracts or commitments register.
10. Undertake additional tasks as assigned by the SEA-MaP PMU Project Director.

Minimum Qualifications, Experience and Competencies (Skills, Knowledge, Attribute)

Mandatory

- Advanced degree with a major in a relevant discipline (e.g. business administration, engineering, commerce, law, procurement, public policy, etc.); or Bachelor's degree with a minimum of 2 years of relevant work experience. Relevant experience in procurement or similar capacity for projects financed by international financing agencies will be considered an advantage
- Demonstrated experience in data management, reviewing and improving procurement and business processes.
- Developed skills in balancing a range of procurement objectives, such as value for money, risk management, reliability of supply, sound process and efficiency.
- Developed commercial acumen and passion for delivering outcomes and demonstrated ability to effectively interact with and influence at various levels of stakeholder.
- Demonstrated ability to maintain effective time management and quality outputs under pressure, with accuracy and strong attention to detail.
- Fluency in English, both written and spoken is required; fluency in another language of ASEAN countries, would be an advantage.
- Demonstrated computer skills, especially in Word, Excel, PowerPoint and Outlook.
- Ability to deal sensitively in a multi-cultural environment and build effective working relations with colleagues, vendors and other stakeholders related to the project.
- Developed communication skills and persuasiveness in presenting, negotiating, and resolving highly complex issues, both orally and in writing.
- Teamwork – ability to understand their role and responsibilities within a team environment, effectively work with diverse people, support team members and contribute to wider team goals.

Desirable

- Demonstrated knowledge and experience working on World Bank procurement guidelines and/or regulations (ADB or other Multilateral Bank regulations would be an advantage).
- Experience with World Bank Systematic Tracking of Exchanges in Procurement (STEP) or a similar platform is preferred.
- Experience, knowledge of and familiarity with the ASEAN cooperation framework and processes, particularly procurement process in the ASEAN region, as well as the ASEAN Secretariat.
- Experience with stakeholder engagement for development projects, including a variety of communication and engagement methods.

Core Competencies

- **Accountability.** Taking personal responsibilities and honouring commitments for all delegated assignments within prescribed time, budget, quality standards and in compliance with organizational rules and procedures.
- **Planning and Organization Skills.** Ability to plan and organize work load, schedules and priorities and make most efficient use of time, facilities, materials, equipment, and other resources to ensure that all duties and tasks are fulfilled effectively.
- **Communication and Coordination skills.** Ability to express thoughts, ideas and facts clearly in both verbal and written forms; to listen carefully to others; and to consult and coordinate with relevant parties to ensure all important matters are informed and shared appropriately.
- **Information Literacy & Knowledge Management.** Ability to locate, evaluate, and use effectively needed data and information to promote information and knowledge sharing

and dissemination to enrich the organization and enable co-workers to be updated at all times.

- **Multi-cultural Skills.** Ability to interact and work together harmoniously with peoples from different nationalities, cultures, backgrounds, gender, etc.
- **Teamwork Skills.** Ability to work together and build synergy through cooperation's and collaboration with colleagues to ensure organizational goals are met effectively.
- **Continuous Learning.** Ability and willingness to keep abreast of new developments on subject matter and make continuous improvements to ensure that his/her knowledge and skills remain relevant to his/her current post.

How to apply

Send your application to seamap.admin@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 SEA-MaP Project Officer (Procurement Specialist).**

Application documents should reach the ASEAN Secretariat by **05 July 2026**. The Selection Committee's decision is final, and only shortlisted candidates will be notified.

ASEC Employment Form can be downloaded at: <https://asean.org/jobs-at-asec/>