



**THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS WHO ARE ALREADY RESIDING AND ELIGIBLE TO
WORK IN INDONESIA TO APPLY FOR THE FOLLOWING VACANCY**

**TEMPORARY ASSISTANT
JAPAN-ASEAN INTEGRATION FUND (JAIF) MANAGEMENT TEAM (JMT)
DURATION: 6 MONTHS**

Background

ASEAN and Japan have enjoyed many years of strong and mutually beneficial relations as “partners thinking together, acting together, and sharing a future vision,” and this strategic partnership continues to endure. Japan has been a major development partner and contributor to ASEAN’s political, economic, and social development for more than five decades.

The Japan-ASEAN Integration Fund (JAIF) was officially established in March 2006, based on a pledge made by then Japanese Prime Minister Junichiro Koizumi at the Ninth ASEAN-Japan Summit, held in December 2005 in Kuala Lumpur, Malaysia, to support ASEAN integration through ASEAN-Japan cooperation funds.

JAIF aims to support ASEAN’s comprehensive integration efforts towards the realisation of an open, dynamic, and resilient ASEAN Community. It facilitates the implementation of the ASEAN Community Vision 2045 and its strategic plans for the ASEAN Political-Security Community (APSC), ASEAN Economic Community (AEC), ASEAN Socio-Cultural Community (ASCC), and ASEAN Connectivity, as well as the Initiative for ASEAN Integration (IAI) that focuses on narrowing development gaps among ASEAN Member States, and by promoting greater cooperation between ASEAN and Japan.

ASEAN and the Government of Japan (GOJ) agreed to establish the JAIF Management Team (JMT) at the ASEAN Secretariat (ASEC) in Jakarta in February 2011 to enhance the effective utilisation of JAIF in support of ASEAN Community-building and integration efforts.

Specifically, JMT’s roles include, but are not limited to, the following:

- 1) serving as a focal point for JAIF support on behalf of the GOJ by liaising and coordinating with JAIF partners and stakeholders, notably ASEAN Member States, ASEC, proponents, and implementing agencies;
- 2) assisting partners and stakeholders throughout the project cycle—formulation, implementation, monitoring, and reporting—including the provision of advice on financial and procedural matters;
- 3) monitoring the progress and achievements of JAIF-funded projects on a day-to-day basis and ensuring that the JAIF Project Matrix and Database remain up to date; and
- 4) reporting on the latest status and financial balance of the Fund.

JMT reports to the ASEAN Japan Joint Cooperation Committee Working Group (AJJCC-WG).

Qualified **Indonesian citizens** or **ASEAN nationals** already residing and eligible to work in Indonesia.

Responsibilities:

The **TEMPORARY ASSISTANT** shall hold an ASEC Associate Officer-level position and, as a member of JMT's Programme Monitoring and Procedures Groups, provide technical assistance and operational support to JMT under the overall supervision of the JMT Director and the direct supervision of the Programme Coordinator (Monitoring) and the Senior Programme Officer (Programme Procedures). Specifically, the Temporary Assistant will:

1. Assist in updating the JAIF Database with up-to-date information on the status of JAIF-funded projects, ensuring the accuracy and consistency of project-related data maintained in the JAIF Database;
2. Support the preparation of monthly JAIF Matrices for submission to ASEC and the GOJ;
3. Retrieve and prepare datasets from the JAIF Database to facilitate portfolio analysis and reporting on specific themes or objectives, such as AOIP progress reporting, Sectoral Brief preparation, and overdue report monitoring;
4. Assist in revising JMT's internal guides and manuals on database management, matrix production, and other areas pertinent to the work of the Programme Monitoring and Procedures Groups;
5. Assist in revising the JAIF Handbook and JAIF Compact Handbook and in preparing them for hard-copy production;
6. Where required, support the organisation of meetings and training workshops; and
7. Perform other duties as required by the post and as assigned by the Director, the Programme Coordinator (Monitoring), and the Senior Programme Officer (Programme Procedures).

Qualifications:

- Bachelor's degree, preferably in a field relevant to project management, public administration, monitoring and evaluation, development studies, international development, business administration, or a related area.
- Demonstrated ability to work independently in a multicultural or international environment, plan and organise tasks and workflows, and produce accurate outputs under pressure while meeting deadlines.
- Experience in database applications and data processing, and the ability to draft reports.
- Working knowledge of English, both written and spoken.
- Commitment to working collaboratively in teams and maintaining sound working relationships with stakeholders and partners, ideally in multicultural or international environments.
- Ability to use basic Microsoft 365 applications for business, such as Word, Excel, PowerPoint, Outlook, Teams, and OneDrive.
- Familiarity with JAIF will be an advantage.

Remuneration and Benefits:

A lump-sum remuneration aligned with the Associate Officer level including allowances will be offered based on the candidate's qualifications and experience in accordance with the established rules of the ASEAN Secretariat.

The successful candidate is expected to commence duties as soon as possible and will be contracted for six months through a Special Services Agreement.

How to apply:

Send your application to admin.jmt@asean.org, highlighting your suitability for the position and including a detailed CV, a recent passport-sized photograph, certified true copies of educational certificates obtained, and a completed Employment Application Form, which can be downloaded at <https://asean.org/jobs-at-asec/>.

Incomplete applications will not be considered.

Please indicate the following in the subject heading: **Application for JMT Temporary Assistant.**

Applications should be submitted **no later than 12 August 2026.**

Only shortlisted candidates will be notified.
