



## POSITION DESCRIPTION

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

### Overview of the Project

SEA-MaP is a regional World Bank (WB)-financed five-year program (2022 – 2027) 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 funded by the World Bank and 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 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) within the United Nations Office for Project Services (UNOPS). RISU focuses on delivery of some outputs under the Project and supporting the PMU, among others through capacity building. 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, compliance, and monitoring, including providing day-to-day project operation and supervision. The PMU will:

1) carry out project implementation with technical support of the RISU; 2) monitor the project activities' compliance with various operational policies and procedures, including the Environmental and Social Standards, Procurement, and Financial Management and address potential non-compliance, with support from the RISU; 3) perform project monitoring and reporting with RISU's support; and 4) coordinate the communications among stakeholders, including the PSC, the RISU, the World Bank, the parallel financier, and other partners, with support from the RISU, 5) Utilize procurement and disbursement systems (STEP/Client Connection)

The PMU consists of a Project Director, project officer positions (Senior Project Officer and Project Officers), and technical specialists, including on Procurement, Financial Management, Environmental and Social Standards, Monitoring and Reporting, and other national experts/consultants on an as-needed basis. The PMU staff will work 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 office is located in ASEC's office compounds in Jakarta, Indonesia.

## **Duties and Responsibilities of the Position**

The Project Officer will have a contract with ASEAN Secretariat until 31 March 2027, subject to a three-month probationary period, performance reviews and duration of the project. Based on the agreed performance standards, performance shall be evaluated at the end of the 3-month probation period. This position is based in Jakarta, Indonesia, with expected travel mostly within Southeast Asia region.

The Project Officer will work under the supervision of Project Director, and guided by the Senior Project Officer, and coordinate closely with ASEC relevant divisions/directorates/departments. The Project Officer will also work closely with RISU and maintain close communication with the World Bank.

The Project Officer will assist Project Director and the Senior Project Officer with the implementation and coordination of the SEA-MaP deliverables. Specifically, the Project Officer will perform the following roles and responsibilities:

1. Assist with project implementation, including close coordination with relevant divisions of the ASEAN Secretariat on day-to-day technical and administrative duties in compliance with the project operations manual (POM).
2. Support the implementation of project activities, including but not limited to organising high-level policy dialogues and partnerships on transboundary issues with ASEAN countries and stakeholders, and supporting the design and operation of the regional platform for knowledge and partnership, as well as facilitating the associated workshops, training series and study tours.
3. Assist with contracts/asset management and preparation/updating of annual project workplan and budget (AWPB), POM and other standard documents and management tools.
4. Assist with project monitoring and evaluation (M&E), including supporting the M&E specialist to deliver quality reports.
5. Support the stakeholder communication and coordination, including with the PSC, RISU, the World Bank, and other partners engaged in project activities.
6. Support with monitoring of project activities' compliance with World Bank operational policies and procedures, with support from the RISU, as per approved AWPB and the POM.
7. Support timely and quality reporting across all domains and milestones of implementation.
8. Assist with proper utilization and management the World Bank Systematic Tracking of Exchanges in Procurement (STEP) system and maintain compliance in coordination with the procurement specialist.
9. Assist with the preparation of the project final report.
10. Assist with the coordination of PSC meetings including preparation of agenda, supporting travel requirements of participants, venue selection and other logistics needs, minute taking etc.
11. Support the Director and work in coordination with other PMU staff in robust engagement with the World Bank team, with the aim of facilitating project implementation support and implementing recommendations agreed between the PMU and RISU.
12. All other tasks and duties related to project implementation as needed.

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

- Advanced university degree (Master's or equivalent degree) in environmental science/management, environmental engineering, marine science/management or a related discipline, or bachelor's degree with two years relevant work experience, shall also be considered.
- Work experience in the field of environmental project management, and in the areas of combatting marine plastic pollution, fostering circular economy approaches, and/or promoting marine and coastal resilience in ASEAN is highly preferred.
- Experience in knowledge management, outreach, awareness raising, and knowledge sharing events is desirable.
- Experience working with government officials and other stakeholders in the ASEAN region
- Experience working with global teams and supporting the implementation of multi-country projects is preferred.
- Strong analytical, research and report writing skills, including report writing, agenda setting, minute taking are required.

- Experience, knowledge of and familiarity with the ASEAN cooperation framework and processes, as well as the ASEAN Secretariat, is preferred;
- Previous experience with donor financed programs, ideally including with the World Bank or other such multilateral agencies, is highly desirable.
- Strong stakeholder engagement, consultation, collaboration, and partnership skills.
- Strong communication skills including report writing, agenda setting, minute taking.
- Fluency in English, both written and spoken is required; Fluency in another language of ASEAN countries, would be an advantage.
- Demonstrated computer skills, in particular, Word, Excel, PowerPoint and Outlook;
- Ability to travel to countries on short notice, mostly in the ASEAN region.

### **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.

### **Remuneration and Benefits:**

An attractive lump-sum remuneration will be offered commensurate with the experience and qualifications of the candidate. The successful candidate is expected to take on duties as soon as possible.

### **How to apply**

Send your application to [seamap.admin@asean.org](mailto: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.**

Application documents should reach the ASEAN Secretariat by **28 July 2026 (11:59pm, GMT+7)**. 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/>