THE ASEAN SECRETARIAT
INVITES APPLICATIONS FOR THE FOLLOWING POSITION

SENIOR PROGRAMME OFFICER (FINANCE AND ADMINISTRATION)
THE JAPAN-ASEAN INTEGRATION FUND (JAIF) MANAGEMENT TEAM (JMT)

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, following a pledge by then Japanese Prime Minister Junichiro Koizumi at the Ninth ASEAN-Japan Summit, held in Kuala Lumpur, Malaysia, in December 2005, 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), which focuses on narrowing development gaps among ASEAN Member States and 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) Serve 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) Assist partners and stakeholders throughout the project cycle – formulation, implementation, monitoring, and reporting – including by providing advice on financial and procedural matters;
3) Monitor the day-to-day progress and achievements of JAIF-funded projects and ensure that the JAIF Project Matrix and Database remain up to date; and
4) Report on the latest status and financial balance of the Fund.

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

Qualified **ASEAN and Japanese nationals** are invited to apply for the position.

Responsibilities:

The **SENIOR PROGRAMME OFFICER (FINANCE AND ADMINISTRATION)** holds an ASEC Senior Officer-level position and serves as the Lead of the JMT Finance and Administration Group, providing budgetary management support for JAIF-funded projects and overseeing the JMT office's asset management and IT services under the direct supervision of the JMT Director. Specifically, the Senior Programme Officer (Finance and Administration) will:

1. As the Lead of the Finance and Administration Group, provide support and advice on financial and budgetary matters relating to JAIF-funded projects to facilitate the efficient and effective programming and implementation of JAIF programmes;

2. Ensure the timely preparation and submission of financial reports, such as JAIF Status reports, Programmable Balance reports to monitor the progress of JAIF-funded projects, as well as JMT budget reports related to JMT operations;

3. Conduct final reviews of budget proposals and budget realignment proposals for JAIF-supported projects and, as necessary, provide JMT staff responsible for portfolio management with advice on other financial and budgetary matters;

4. Plan and monitor the procurement of goods and services, including the final review of Disbursement Authorisations and Material/Service Requisitions for payments related to JMT operations;

5. Supervise JMT asset management to ensure that assets are properly insured, maintained, and disposed of in accordance with established ASEC guidelines;

6. Oversee system and database development and maintenance, assisted by an IT expert;

7. Contribute to the preparation of JAIF Annual Progress Reports and JMT Project Completion Reports;

8. Provide Implementing Agencies and ASEC Desk Officers with clear guidance on financial and budgetary matters to support the effective and efficient management and implementation of their projects and, where necessary, deliver presentations on financial matters to ASEC staff during Socialisation Sessions;

9. Supervise the day-to-day duties and tasks assigned to the Finance and Administration Officer and the Associate Officer (Administration), while mentoring the staff to help them meet their performance and development objectives; and

10. Perform other duties as required by this position and assigned by the Director.

Qualifications:

a. An advanced university degree (Master's degree or equivalent) in finance, accounting, business administration, public administration, economics, management, or a related field, with a minimum of three (3) years of relevant professional experience, preferably in an international or regional organisation, public sector institution, donor-funded programme, or development agency; or a Bachelor's degree in a relevant field with a minimum of five (5) years of relevant professional experience. A professional accounting qualification (e.g., CPA, ACCA, or CMA) would be an advantage.

b. Demonstrated experience in financial planning, budget formulation and monitoring, financial reporting, and the administration of multi-year programme and project funds, together with strong analytical, problem-solving, and decision-making skills and keen attention to detail and accuracy.

c. Strong knowledge of financial management principles, accounting standards, internal controls, risk management, and auditing practices.

d. Proven experience in reviewing and analysing project budgets, budget revisions, and financial reports, with the ability to provide sound recommendations and guidance.

e. Experience in procurement planning, contract administration, and management of goods and services procurement in accordance with established rules and procedures, as well as in office administration, asset management, inventory control, and related administrative functions.

f. Knowledge of digital solutions for financial and administrative management; experience in overseeing financial system development or maintenance would be an advantage.

g. Ability to communicate complex financial and budgetary matters clearly and effectively to both technical and non-technical audiences, supported by strong interpersonal, communication, negotiation, and stakeholder management skills.

h. Experience in preparing reports, presentations, policy papers, and management briefings for senior management and stakeholders.

i. Demonstrated ability to engage effectively with government agencies, implementing partners, donors, and international organisations.

j. Demonstrated ability to supervise, mentor, and manage work priorities; ensure high-quality deliverables; work effectively in a multicultural and international environment; and maintain the highest standards of professionalism, integrity, and confidentiality.

k. Knowledge of the Government of Japan's budgeting process and mechanisms would be an asset.

l. Excellent command of written and spoken English. Proficiency in the Japanese language would be an advantage.

m. Proficiency in Microsoft Office applications, particularly Excel, Word, PowerPoint, Outlook, Teams, OneDrive, and financial management systems.

Remuneration and Benefits:

A lump-sum remuneration package, including a monthly basic salary starting at USD 3,893 and applicable allowances, aligned with the Senior Officer level, will be offered based on the candidate’s qualifications and experience and in accordance with the established rules of the ASEAN Secretariat.

The successful candidate is expected to commence duties on 1 January 2027 and will be contracted until 31 December 2029 under a Special Services Agreement, subject to a six-month probationary period. Contract renewal beyond 31 December 2029 will depend on the continuation of the position, the availability of funds, and the satisfactory performance of the staff member, as agreed by the Government of Japan, the ASEAN Secretariat, and the staff member.

How to apply:

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

Please use the following email subject line:

Application for JMT Senior Programme Officer (Finance and Administration).

Incomplete applications will not be considered.

Applications should be submitted **no later than 18 October 2026.**

Only shortlisted candidates will be notified.

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