

**PROGRAMME OFFICER 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 various 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 Program Management Team (AMT) in Jakarta.

The objectives of AMT are to jointly formulate and implement ACCF funded programs/projects together with ASEAN. The AMT will be responsible for planning, design, management, implementation and programming of ACCF funded programs/projects.

Duties and Responsibilities:

The Programme Officer shall provide general assistance and support the Team Leader to ensure efficient and effective design and implementation of ACCF. The duties will include the following:

- Support the AMT's administrative and general affairs functions ;
- Assist in updating project status and preparing/sorting/classifying data required for progress reports, annual reports, etc. ;
- Assist Programme Managers in preparing 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;
- Provide both technical and administrative support to Team Leader for AMT personnel matter including recruitment and departure of AMT staff ;

- Perform other relevant duties commensurate with the post and as assigned by the Team Leader.
- Report directly to the Team Leader of AMT or who designated by the Team leader.

Qualifications and Experience:

- Bachelor's degree in business management, development studies or relevant policy area with a minimum of three (3) years of experience in administrative/technical role.
- Demonstrated knowledge, communication and technical skills in the area of project management and the ability to acquire them.
- Able to work effectively in a small team environment involving the sharing of information and at times sharing workloads.
- Good interpersonal communication skills, including experience in cross-cultural environment and international settings.
- Good command of both written and spoken English.
- High-level analytical skills including use of Microsoft Office applications (Word, Excel and Power Point), and ability to provide clear and concise reports.
- The candidate shall be a national of an ASEAN Member State

Remuneration and Benefits:

Appropriate lump sum remuneration will be offered commensurate with experience and qualification of the candidate.

The successful candidate will initially be contracted for three (3) years, subject to initial three (3) 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 at

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<https://asean.org/wp-content/uploads/2022/02/01-ASEC-Employment-Form-2022.doc>.

Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Programme Officer of AMT**. Completed Application papers should reach the ASEAN Secretariat by **05/09 2026**. The selection committee's decision is final and only shortlisted candidates will be notified.

The Asean Secretariat reserves the right to interpret content herein and decide on any questions or disputes arising from the content. You agree that all such interpretations and decisions shall be final and conclusive, and binding on you as a team member of AMT.