



**ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II
INVITES ASEAN-NATIONALS TO APPLY FOR THE FOLLOWING PROJECT-RELATED POSITION**

**IT AND REGISTRATION EXPERT
(Re-advertised)**

Background:

As stated in the ASEAN Tourism Strategic Plan 2016-2025, the vision for the ASEAN Tourism is: *“By 2025, ASEAN will be a quality tourism destination offering a unique, diverse ASEAN experience, and will be committed to responsible, sustainable, inclusive and balanced tourism development, so as to contribute significantly to the socio- economic well-being of ASEAN people.”*

In order to achieve this vision, there is a need to promote the implementation of the ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP). One of the activities to expedite the implementation of the MRA-TP is the establishment of a Regional Secretariat. The Regional Secretariat will support for the operations and management of the MRA-TP, as well as implementation of related projects and activities. Considering the broad scope of work, the Regional Secretariat will be resourced with full-time professional staff dedicated for the work.

Currently, activities to prepare for the establishment of the Regional Secretariat are being managed by the ICT and Tourism Division of the ASEAN Secretariat, as part of its support to the ASEAN Tourism Professionals Monitoring Committee (ATPMC). These tasks include (1) monitoring progress of signing of the Agreement for the formal establishment of the Regional Secretariat, (2) facilitating development and tracking utilisation of the ASEAN Tourism Professionals Registration System (ATPRS), (3) supporting preparation of the convening of an International Conference in mid-2016, and (4) overseeing utilisation of the toolboxes for tourism labour divisions, including training of Master Trainers and Master Assessors.

While the process of establishing the Regional Secretariat is ongoing, it is considered necessary to establish an Ad-Hoc team based in Jakarta, Indonesia to implement the abovementioned tasks separately from the ICT & Tourism Division’s work. The aim is to ensure that all activities and outputs produced under the Division’s work can be smoothly transferred to the Regional Secretariat once established. The IT and Registration Expert, as part of the Ad-Hoc team, will be in charge mainly with the maintenance and further development of the ATPRS and relevant databases.

ATPRS is a web-based portal facility that serves as a job-matching platform between the industry and ASEAN Tourism Professionals (ATP). This portal will have the following functions, among others, to support full implementation of MRA:

- Registration of ATP;
- Maintain records and information on ATP, including those hired by the industry (employer);
- Provide a platform for matchmaking between ATP and Industry (potential employer);
- Registration of ASEAN certified Master Trainers and Master Assessors;
- Registration of education/training institutions based on MRA-TP; and
- Pool of information on the implementation of MRA-TP with a wide range of online resources, e-learning modules with distance learning facility, communication tools including available toolboxes, ASEAN Common Competency Standards for Tourism Professionals (ACCSTP), Common ASEAN Tourism Curriculum (CATC) and Regional Qualification Framework and Skills Recognition System (RQFSRS) and the ASEAN Tourism Qualification and Equivalent Matrix (ATQEM).

The ATPRS is built as a scalable, open-sourced system. It is envisaged that by 2017, the ATPRS will register at least 7,800 certified ASEAN Tourism Professionals. The first-phase of the ATPRS development is currently ongoing and is expected to conclude by May 2016. It is envisaged that the ATPRS will be further developed in the future, based on utilisation of the system, and the expanding needs of the tourism professionals and the Regional Secretariat.

The IT and Registration Expert will be based in Jakarta, Indonesia. It will report to the ATPMC through the ICT and Tourism Division of the ASEAN Secretariat. This position is a non-ongoing position for a period of 12 months beginning on 1 July 2016, with possibility for extension.

Duties and Responsibilities:

The following shall cover the duties and responsibilities of the IT and Registration Experts:

1. Maintain and update the ASEAN Tourism Professionals Registration System (ATPRS), develop manual and user guide for ATPRS, and provide troubleshooting service;
2. Develop, maintain and update the database of ASEAN Tourism Professionals;
3. Develop, maintain and update the database for master trainers, master assessors, national trainers, national assessors, training and education institutions, and certification institutions;
4. Develop, maintain and update the database of MRA-TP references, including toolboxes;
5. Publish monthly and annual information on the registry status;
6. Ensuring the safety, security and confidentiality of the data and the ATPRS system;
7. Conduct awareness workshop, relevant trainings, and support activities related to

- promoting the ATPRS utilisation;
8. Report to and provide support as needed by the ASEAN Tourism Professionals Monitoring Committee (ATPMC).

Competencies and Qualifications:

- Advanced university degree (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field with minimum of 5-year experience in planning, designing, developing, implementing and maintaining of moderate-to large-scale web-based information systems, particularly Java-based platforms. Or first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree;
- Knowledge of information technology/information management, particularly in in MSSQL Server, MySQL Server and other Relational Database Management System, analysis, database design and programming;
- Knowledge of several high level programming languages especially on Java / J2SE / J2ME programming language, Eclipse software, Tomcat Apache and IIS web service;
- Significant exposure to and demonstrated proficiency in all aspects of programming and analysis, including IT Infrastructure, Windows and Linux operating system, database backup mechanism and synchronization, structured/object-oriented design, relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities and execution protocols;
- Experience in network security, firewalls, Intrusion Detection and Prevention, Access Control, Directory Services, two-factor authentication technologies, wiring standards and best practices, mobile solutions, secure communications and disaster recovery/business continuity environments;
- Good knowledge of organizational information infrastructure and IT strategy, and ability to independently maintain systems and develops innovative approaches to resolve a wide range of issues/problems;
- Understanding of relevant ASEAN objectives and commitments;
- Excellent command of English.

Remuneration:

A salary package will be negotiated commensurable with experience.

How to apply:

Send your application to **AADCP II Admin/Personnel, ASEAN Secretariat, 70A Jalan Sisingamangaraja, Jakarta 12110** or email to: personnel@aadcp2.org highlighting your suitability and potential contribution to the position together with a detailed CV, website

development portfolio, and certified true copies of educational certificates obtained. Please indicate on the subject heading: **Application for IT and Registration Expert.**

Application papers should reach the ASEAN Secretariat by **29 April 2016.**

Previous applicants need not reapply as their previous submissions will be considered.

The Selection Committee's decision is final and only shortlisted candidates will be notified.