



**THE ASEAN SECRETARIAT
INVITES INDONESIAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY
ADMINISTRATION OFFICER
FOR THE
AUSTRALIA FOR ASEAN FUTURES (ECONOMIC & CONNECTIVITY) PROGRAM¹**

Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. In 2015, the ASEAN Community was established, comprising of the ASEAN Economic Community, ASEAN Socio Cultural Community and ASEAN Political Security Community. According to the ASEAN 2025: Forging Ahead Together, which captures ASEAN's post 2015 Vision, the ASEAN Community is envisioned as a community with enhanced capacity and capabilities to both respond effectively to challenges and to seize opportunities.

In 2022, ASEAN and Australia signed a Memorandum of Understanding on the Australia for ASEAN Futures Initiative (Aus4ASEAN Futures), which aims to support the breadth of ASEAN's objectives, harness new opportunities, respond to emerging challenges, and assist with navigating growing regional complexity. The Aus4ASEAN Futures is expected to deliver AU\$ 204 million over ten years, providing support to all three ASEAN Communities.

As the first stage towards full implementation of Aus4ASEAN Futures, approval for the Australia for ASEAN Futures – Economic and Connectivity (Aus4ASEAN Futures (ECON)) program is currently ongoing, with an anticipated start date in the last quarter of 2022.

Aus4ASEAN Futures (ECON) builds on the highly regarded ASEAN-Australia Development Cooperation Program Phase II (AADCP II) program, which has provided support to the ASEAN Economic Community (AEC) for almost 12 years. The program will also continue to help strengthen capacity of the ASEAN Secretariat in delivering its mandate. This interim program is valued at AU\$ 80 million, pending the development of the broader Aus4ASEAN Futures initiative.

Aus4ASEAN Futures (ECON) will be embedded in the ASEAN Secretariat (ASEC), mobilising resources through an ASEAN trust account, and using ASEAN systems. With a proposed budget of AU\$ 80 million over 10 years, the program aims to achieve the following end-of-program outcomes:

- ASEAN member states' planning, policies and programs more effectively support economic recovery, integration and connectivity.
- ASEAN economic plans, programs and policies more effectively integrate cross-cutting issues, including social inclusion, gender equality and disability.
- Australia is recognised for its positive contribution to ASEAN economic growth, integration and connectivity.

¹Upon approval of the program

The Aus4ASEAN Futures program will also have a component delivered through a Managing Contractor managed by the Australian Mission for ASEAN. This component includes provision for a Panel of Experts to provide timely access to technical/ sectoral expertise relevant to the program.

The Aus4ASEAN Futures program will be governed by a Joint Planning and Review Committee (JPRC) comprised of representatives from ASEAN Member States (AMS) and Australia that meets annually to review program progress and approve forward work planning. A Program Management Team (PMT) comprised of the Aus4ASEAN Program Director(s) and representatives from ASEC are responsible for the delivery of the Program within ASEC. They are supported in the implementation of the program by a Program Planning & Monitoring Support Unit (PPMSU), based in the ASEAN Secretariat, Jakarta. The PPMSU will be headed by two Program Directors who will co-manage Aus4ASEAN. They will be supported by a Program Coordinator (PC) in charge of programming and a Senior Operations Officer (SOO) in charge of operations. Also part of the PPMSU are Advisers to ensure efficient Monitoring, Evaluation and Learning (MEL), promote gender equality, disability and social inclusion (GEDSI) and strengthen Aus4ASEAN Futures communications and public outreach.

The ASEAN Secretariat is seeking qualified candidates to fill the position of Administration Officer, as part of the PPMSU. The Administration Officer will undertake day-to-day administrative and operational tasks to ensure effective management of the PPMSU and the Aus4ASEAN Futures projects. This position will report to the SOO.

This is a full-time position to be stationed in Jakarta, Indonesia. Female candidates and people with disabilities are strongly encouraged to apply. Terms of Reference of the positions is attached as Annex.

Remuneration:

A salary package will be negotiated commensurable with experience. Upon completion of the probationary period, the candidate will be confirmed for a three-year contract, inclusive of the six-month probationary period, in the first instance.

How to Apply:

Send your application via email to: personnel@aadcp2.org highlighting your suitability and potential contribution to the position you are interested in together with a detailed CV, including a recent passport-sized photograph and completed Employment Application Form, which can be downloaded at <https://asean.org/wp-content/uploads/2022/02/01-ASEC-Employment-Form-2022.doc> (Note: copies of educational qualifications will only be required to be produced by shortlisted applicants)

Please indicate on the subject: Application for **Aus4ASEAN Futures – Administration Officer**.

Application should reach the ASEAN Secretariat by **COB 25 November 2022**. Only short-listed applicants will be notified.

Applications not made using the Employment Application Form will not be considered.

Annex . Administration Officer

Reporting to: Aus4ASEAN Futures Senior Operations Officer

Broad Statement of Function

The Administration Officer will provide operations/ administrative support and assistance to the PPMSU team on office management, as well as project management and implementation activities. S/he will be responsible for administrative duties including travel and logistics arrangements, event arrangement and visitor liaison functions. S/he will ensure that all office functions – including financial transactions and payments- are handled efficiently and recorded accurately.

Duties and Responsibilities

1. Provide support to the PPMSU staff/team including secretarial duties, such as word processing, filing, correspondence, scheduling and confirmation of appointments. Develop and maintain relevant electronic and paper records management system;
2. Process payments and maintain updated spreadsheet related to office (PPMSU) and project expenditures;
3. Manage petty cash;
4. Ensure sufficient stationary stock is in place and oversee periodic disposal of unserviceable assets;
5. Supports SOO in the management and maintenance of Aus4ASEAN facilities and properties.
6. Maintain and update an accurate inventory of all Aus4ASEAN property, such as computers and laptops, printers, office furniture, office supplies and other office properties. Make sure that all borrowed equipment is returned after use by staff and/or consultants.
7. Set up, maintain and update the filing system to include project documents including proposal, approvals, contracts, reports, updates and other project – related documents. Maintain and distribute project materials as appropriate or as directed by senior staff.
8. Assist program team members with the preparation of routine and ad hoc project reports, such as preparation of regular report and updates, work planning, reviews, and other reports;
9. Assist with the planning, logistics and management of meetings, workshops and trainings;
10. Responsible for coordinating travel authorization (TA) and travel advance requests, expense reports of staff and others supported by Aus4ASEAN Futures, coordinate with relevant ASEC divisions to ensure timely processing of the TAs, and make travel arrangements accordingly e.g. hotel bookings, ticketing, travel insurance etc.
11. Perform other duties as requested by the Program Director(s) and Senior Operations Officer, as appropriate.

Working Relationships

External

- Individuals participating in activities supported through Aus4ASEAN Futures.

Internal

- Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU) team members
- Aus4ASEAN Panel of Experts, including MEL and communications Expert/ Advisor.
- Relevant ASEC officers (and project officers) involved in operational tasks, including finance and budgeting, contracting, human resource, procurement, property management and administration.

Competencies

Technical

- Office administration
- Facilities management
- Property management
- Travel management
- Security administration
- Financial management
- Fluency in English.

Personal Attributes

- Diversity and Inclusion - strives to create a work environment that is inclusive, based on mutual respect, and free from all forms of discrimination.
- Integrity - able to maintain and promote social, ethical and organisational norms and values in conducting activities
- Client orientation - Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions.
- Attention to detail - verifies important details, ensures accuracy of outputs.
- Multitasking - comfortable undertaking multiple projects and assignments
- Teamwork - works well with others and thrive in a team environment

Position Requirements

Education/Experience:

- Bachelor’s degree in business studies, management or related field.

- At least 2 years' relevant experience in the management and administration of program/ project management offices, preferably related to international development programs of similar scale and scope.
- Prior work experience in Australia- funded programs is an advantage.
- Knowledge of ASEAN Secretariat operational policies and procedures is an advantage.