



**ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP)
PHASE II/
AUSTRALIA FOR ASEAN FUTURES – ECONOMIC & CONNECTIVITY**

**TERMS OF REFERENCE
FOR
SENIOR OFFICER FOR ANALYSIS AND MONITORING DIVISION
ASEAN POLITICAL-SECURITY COMMUNITY**

Overview on the Functions of the Division

The ASEAN Political Security Community (APSC) Analysis and Monitoring Division (AMD) of the ASEAN Secretariat monitors the implementation of the APSC Blueprint 2025 and undertakes relevant reviews of the Blueprint's implementation (annual, biennial, mid-term and end-of term as provided for in the APSC Blueprint 2025). It has developed intrinsically a database for managing data related to the Blueprint and has crafted a Monitoring and Evaluation (M&E) Framework in assessing the progress of implementation.

The division conducts assessments of requests for accession to the Treaty of Amity and Cooperation by interested external parties as well as assessments of application for formal partnerships (Dialogue, Sectoral Dialogue and Development) of external parties. It regularly publishes the APSC Outlook. In addition, the Division supports the High-Level Task Force on ASEAN Community's Post-2025 Vision as well as organises and services the annual meeting of the Coordinating Conference for the ASEAN Political-Security Community (ASCCO).

In line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of Senior Officer (SO) for Analysis and Monitoring Division, ASEAN Political-Security Community. This is a full-time position based in Jakarta, Indonesia. Subject to any applicable COVID-19 travel restrictions, the SO will be required to travel intermittently to ASEAN countries as necessary.

This position will be supported by the Government of Australia through the Australia for ASEAN Futures – Economic & Connectivity (Aus4ASEAN ECON) program, subject to the approval of the program.

Duties and Responsibilities

1. Manage the day to day activities of staff supervised by this position.
 - Assist the Head of Division in managing, planning and supervising tasks and activities of staff
 - Conduct annual performance appraisal for staff, map training, and professional development activities for staff

2. Conduct research, study and recommendations on current and emerging issues across APSC's sectors with a particular focus on political-security and ASEAN external relations issues based on the request of ASEAN Member States and other divisions in the APSC Department;
3. Prepare policy briefs based on studies/researches;
4. Prepare and craft situational reports on current and developing global and regional issues;
5. Mobilise resources in collaboration with ASEAN Member States and other divisions within the ASEAN Secretariat to support research on priority areas as needed and directed;
6. Establish links with other research institutions and think-tanks in the region and beyond on issues pertaining to political-security and external relations matters;
7. Undertake work relevant to the ASEAN Outlook on the Indo-Pacific (AOIP), as well as promoting cooperation with ASEAN's external partners along the areas of cooperation identified in the AOIP, in collaboration with the relevant Division(s); and
8. Support the undertaking of cross-pillar and cross-sectoral work on issues facing ASEAN.

Working relations

Internal

a) This position will liaise with all levels of positions in the Secretariat

- Secretary-General
- Deputy Secretaries-General
- Directors
- Assistant Directors
- Senior Officers
- Officers
- Associate Officers

External:

a) This position will liaise with:

- ASEAN Government Officials including the Committee of Permanent Representatives to ASEAN
- Dialogue Partner Officials

b) Service Meetings of:

- Coordinating Conference for the ASEAN Political-Security Community (ASCCO)
- High-Level Task Force on ASEAN Community's Post-2025 Vision

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

Education and Work Experience

- Advanced degree (Master's or equivalent degree) in International Relations/Political Science/Strategic Studies/International Law or appropriate related field from a reputable university with minimum six (6) years extensive research experience.
- Solid knowledge and experience in results-based project management and monitoring and evaluation (M&E) will be an asset.
- A sound understanding of international and regional issues, and knowledge of, and commitment to ASEAN ideals.
- Proven experience in public policy development and negotiation, and in working closely with government officials.
- Familiarity with the working of international organizations and diplomatic procedures and protocols.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated good interpersonal skills, ability to develop and maintain sound working relationships with public and private sector organisations, stakeholders and partners, and work effectively with people at all levels of the organisations.
- Proven ability for accuracy under stressful conditions and adherence to deadlines.
- English proficiency and computer literacy are pre-requisites for this position.
- Experience in cross-cultural environment and international settings is an advantage.
- Candidate must be an ASEAN national.

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:

The successful candidate will be offered a basic salary of USD 3,639 and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalization & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed-term contract of three (3) years, inclusive of the six-month probationary period.

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 **SO AMD APSC**

Application should reach the ASEAN Secretariat by **30 December 2022 at 17:00 Jakarta time (GMT +7)**. Only short-listed applicants will be notified.

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