



ASEAN-Australia Development Cooperation Program (AADCP) Phase II

THE ASEAN SECRETARIAT INVITES ASEAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY

SENIOR OFFICER PROGRAMME COOPERATION AND PROJECT MANAGEMENT

Background:

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

The Programme Cooperation and Project Management Division (PCPMD) supports the ASEAN Secretariat (ASEC) Departments and Divisions, ASEAN Member States (AMS) and External Partners in the development and implementation of programmes and projects supported by ASEAN and ASEAN-Partner Trust Funds and multi-year programmes. In doing so, PCPMD facilitates, monitors and coordinates ASEAN and ASEAN-Partners-supported programmes and projects in terms of project development, appraisal and approval prior to the project implementation, and verification of project completion reports. PCPMD manages the ASEAN Development Fund and facilitates, coordinates and contributes to the monitoring of multi-sectoral programmes and projects in coordination with the different Divisions and Directorates within ASEC.

PCPMD is also responsible for strengthening and maintaining the ASEC project management framework in cooperation with the Sub-Committee on Development Cooperation (SCDC) including the development of quality guidelines and standard procedures on project development, appraisal and approval, monitoring and evaluation (M&E), and completion of projects. Lastly, PCPMD plays an important role in supporting development cooperation between ASEAN Member States and its external partners.

PCPMD is seeing increasing demand to support results-based project development, implementation and monitoring, and completion of projects in ASEAN Member States (AMS). It also sees growing demand for service from the increasing number of dedicated fund/ project facilities, new programmes and projects, and an increasing number of Project Management Team and Project Steering Committee meetings to facilitate. PCPMD is seeking a **Senior Officer – Programme Cooperation and Project Management** to

manage the increasing workload and support the process of promoting the results-based approach amongst ASEC staff as well as ASEAN partners and implementers.

This is a full-time position based in ASEC, Jakarta, Indonesia. The position will be expected to travel intermittently to AMS.

Duties and Responsibilities:

The Senior Officer would be expected to share among the other existing Senior Officers some of their portfolio, support the capacity building of AMS on project proposal development, facilitate the development and implementation of M&E mechanisms of ASEAN Cooperation Projects, support the implementation of PCPMD strategic plan, and play an active role in strengthening the project management framework (PMF) in ASEAN Secretariat.

Reporting to the Assistant Director/Head of PCPMD, the Senior Officer shall:

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. Support the strategic development of ASEAN programmes and projects

- Assist the Head of Division in facilitating and coordinating the smooth implementation of multi-sectoral programmes and projects, including liaising with Dialogue Partners, other external partners and implementing agencies
- Provide inputs into the design of ASEAN development cooperation programmes, in consultation with Dialogue Partners and other external partners, implementing agencies, CPR and other ASEC Departments/Directorates/Divisions
- Prepare reports on the progress of multi-sectoral programmes to ASEAN Member States, Dialogue Partners and other external partners
- Support and coordinate the mid-term review and evaluation of multi-sectoral programmes
- Assist the Head of Division in maintaining a strategic approach to resource mobilization, including:
 - Identify areas of synergy or overlap across all sectors to allow coordinated resource mobilization
 - Monitor the project pipeline and coordinate briefings for donors on priority areas for funding
 - Liaise with the External Relations Divisions to ensure that funding priorities are effectively communicated to donors
- Facilitate trainings and capacity building on ASEAN Project Development for AMS Sectoral bodies, and other relevant organizations/institutions

3. Support the ASEAN Secretariat Project Management Framework

- Assist the Head of Division in managing the project appraisal, approval and completion of projects, including:

- Conduct initial compliance checks of project proposals
 - Formulate and review project proposals, concept papers, and activity terms of reference in consultation with desk officers
 - Manage the pre-appraisal and appraisal process, including acting as secretariat to the Project Appraisal Committee
 - Prepare project documentation for final approval by the Committee of Permanent Representatives to ASEAN
 - Monitor project approvals
 - Verify project completion reports in following with the Guidelines on Closing ASEAN Cooperation Projects
- Monitor the overall status of ASEAN cooperation projects, including drafting reports and updates on the implementation status and maintaining the project management database
 - Assist the Head of Division in supporting the strengthening of project M&E in ASEAN, including the development of M&E components in project proposals
 - Develop and maintain ASEAN's / ASEC's project / program development and management guidelines and methodology including ensuring relevant procedures are appropriate and in line with results-based management principles.
- 4. Facilitate and support PCPMD work as assigned by the Head of Division, including servicing and representing PCPMD in ASEAN meetings.**

Qualifications and Experience:

- Advanced degree (Master's or equivalent degree) in International Relations, Social Sciences, Economics, Management, or an appropriate related field from a reputable university with a minimum of (3) years extensive supervisory experience and proven working experience in the areas of programme cooperation and project management; or,
- Bachelor's degree in any of the above, or an appropriate related field from a reputable university with a minimum of (5) years extensive supervisory experience and proven working experience in the areas of programme cooperation and project management;;
- Project Management certification would be an asset;
- Solid knowledge and experience in results-based project management and monitoring and evaluation (M&E);
- Good understanding of aid effectiveness and development cooperation, including experience working in a developing country;
- Demonstrated skills in problem solving, planning and the development of policies and procedures;
- Understanding of how gender, environmental and social impacts can be integrated into project design and implementation;
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN vision and ideals;

- High-level interpersonal, negotiation and communication skills, including experience in cross cultural environment and international settings;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Excellent command of English, written and spoken;
- Candidate must be an ASEAN national.

Remuneration and Benefits:

An attractive remuneration package at the level of Senior Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the candidate. The package includes basic salary of **USD3,385** and 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 eighteen (18) months with possibility of extension, inclusive of the six-month probationary period. This position is funded through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II).

How to apply

Send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with **a detailed CV, certified true copies of educational certificates and transcripts, and complete ASEC Employment Application Form* attached with recent photograph**. Applications sent without ALL the documents mentioned above will NOT be considered.

Please indicate on the subject heading: Application for **Senior Officer PCPM AADCP II**.

Application documents should reach the ASEAN Secretariat by **1 April 2020**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note

- * ASEC Employment Form can be downloaded at: www.asean.org/opportunities/asec-employment-form.
