



**THE ASEAN COORDINATING CENTRE FOR HUMANITARIAN ASSISTANCE  
ON DISASTER MANAGEMENT  
(AHA CENTRE)**

**urgently invites the best, most-talented and highly-motivated  
individuals from ASEAN Member States to apply for the following vacancies:**

*Re-advertised*

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The Association of Southeast Asian Nations (ASEAN) is a regional-intergovernmental organisation founded in 1967, to promote peace and stability, sustain economic growth, shared prosperity and social progress. It comprises ten countries of Southeast Asia.

The ASEAN Leaders at their 19<sup>th</sup> ASEAN Summit on 17 November 2011 officially launched the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management, popularly referred to as the AHA Centre. The AHA Centre will facilitate co-operation and coordination among ASEAN Member States, and with relevant United Nations and international organisations in promoting regional collaboration in disaster management.

The Government of Japan, through Japan – ASEAN Integration Fund (JAIF), has provided support for the Establishment of a Disaster Emergency Logistic System for ASEAN. The project is fully funded by the Government of Japan which aims to develop a disaster emergency logistic system for ASEAN through the establishment of a regional stockpile of relief items. The project also aims to enhance the capacity of the AHA Centre and ASEAN member states in disaster emergency logistic operations. It is expected that the regional stockpile will ensure quick availability of emergency relief items that can be accessed by member states.

*For more information on AHA Centre, please visit [www.ahacentre.org](http://www.ahacentre.org).*

AHA Centre, working closely with ASEAN Secretariat, is looking for the best, most-talented and highly-motivated ASEAN individuals to work immediately as team members of the new project of “Establishment of a Disaster Emergency Logistic System for ASEAN” under the AHA Centre, for the following positions:

Positions open for ASEAN nationals and Japan nationals:

1. **Programme Coordinator**

Reporting directly to the Executive Director of the AHA Centre, the Program Coordinator will manage, supervise and coordinate the overall implementation of various activities

under the Project of “Establishment of a Disaster Emergency Logistic System for ASEAN” funded by Japan-ASEAN Integration Fund (JAIF).

Positions open for Indonesian nationals or ASEAN nationals with permanent resident status in Indonesia:

1. **Knowledge Management Officer**

Under the supervision of Program Coordinator, the Knowledge Management Officer is responsible for developing, supporting and facilitating knowledge and information management related to implementation of the project; as well as identify, develop and implement modules for capacity development activities.

The successful candidates will commence their duties immediately and be contracted initially for 12 months with a possible extension. They will be based at the AHA Centre, BPPT Building, Jakarta, Indonesia. The successful candidate will be offered with an attractive remuneration package that commensurate with his/her personal qualifications.

Please click on the position above for further information on the detailed terms of reference. Send your application to [admin@ahacentre.org](mailto:admin@ahacentre.org), highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed **Employment Application Form** with recent photograph, which can be downloaded at [www.asean.org/opportunities](http://www.asean.org/opportunities). Please ensure that the total size of your email including attachments is no more than 5 MB.

Please indicate the name of the position that you are applying for on the subject of your email. ***Incomplete applications will not be considered.***

Application papers should reach us by **21 July 2013**.

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