



**THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WITH PERMANENT RESIDENT STATUS IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY**

**TECHNICAL ASSISTANT - WEBMASTER
PUBLIC OUTREACH AND CIVIL SOCIETY DIVISION**

Background:

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organisation founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and social progress. It comprises the 10 countries of Southeast Asia.

The entry into force of the ASEAN Charter on 15 December 2008 had provided new impetus to ASEAN's integration efforts by establishing a legal and institutional framework required to achieve the ASEAN Community by 2015. This includes the newly approved organisational structure of the ASEAN Secretariat that is aligned to the requirements of the Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC) and the ASEAN Socio-Cultural Community (ASCC). The ASEAN Secretariat is therefore well positioned to provide the necessary functions required to effectively support the community building process under the Charter and the Blueprints.

The Public Outreach and Civil Society Division (POCS) of the ASEAN Secretariat is responsible for the implementation of the ASEAN Secretariat's media and communications strategies to effectively communicate the purposes and principles of ASEAN as well as the mission, vision and core principles of the ASEAN Secretariat to target audiences.

Currently the ASEC is looking for a qualified candidate to fill the position of **Technical Assistant - Webmaster**, who will work under the Public Outreach and Civil Society Division, Community Affairs Directorate, Community & Corporate Affairs Department.

Duties and Responsibilities:

1. **ASEAN Web.** Responsible for day-to-day operation of the ASEANWeb (www.asean.org). Maintain the ASEANWeb's content, administer the Content Management System and Trouble Shooting.
 - Modify and maintain the Joomla-based ASEANWeb contents.
 - Update the ASEANWeb look and content structure based on Head of POCS Division suggestions.
 - Develop or supervise the development of web applications for the ASEANWEB based on Head of POCS Division request.
 - Prepare graphics and photos for the ASEANWeb contents.
 - Respond to general inquiries for information on the ASEANWeb.
 - Report on web traffic.
2. **Multimedia Management.** Support ASEC multimedia needs—graphics, photo database, audio, videos, and photo needs.
 - Registering and archive graphics, videos, photos, and audio in POCS.
 - Take photos during meetings & events in ASEAN Secretariat as requested.
 - Take photos of ASEAN Staff for the Staff ID.
3. **Digital Communication/Social Media.** Provide technical and administrative support to expand digital communication and social media efforts.
 - Maintain and advance digital communications and social media efforts as directed by Head of POCS.
 - Facilitate third party developers for ongoing projects.
 - Provide technical assessment for incoming proposals.
 - Report on social media statistics.
4. **Others.** Prepare reports for ongoing projects and perform duties as mandated by Head of POCS.
 - Provide situation reports for ASEANWeb, Facebook, Twitter, Google+, etc.

Requirements:

- Bachelor degree in Computer Science, Information Management, or related discipline.
- At least three to four years of experience with proven track record and exposure with a wide spectrum of web development, media online, information system management, knowledge management system and multimedia application development.
- Familiar with Joomla Content Management System (CMS).

- Knowledge of CSS, HTML, XML and PHP.
- Basic Knowledge of SQL for MySQL
- Basic knowledge of networking computer.
- Basic knowledge of Adobe Photoshop, Adobe Illustrator, Adobe Premiere, Adobe Dreamweaver.
- Familiar with Microsoft Windows and Macintosh operating system.
- Proven problem solving skills in a complex organisational environment and in work planning.
- Demonstrated ability to develop, implement, monitor and review policy/procedures/work flows accurately, under pressure, and within deadlines.
- Good oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings in English.

General qualifications:

Computer literacy and proficiency in the use of Microsoft Office tools; ability to multi-task, work long and irregular hours, and perform tasks outside the usual job scope; ability to function effectively, independently and as part of a team; and a willingness to travel frequently on short notice.

Remuneration and Benefits:

Successful candidate will be offered the post with a probation period of six months and monthly salary commensurate with his/her personal qualifications starting from **IDR 3,500,000**. There are other applicable benefits which include monthly transportation allowance, outpatient medical reimbursement, hospitalisation insurance, and an annual bonus of a month's basic salary. Upon completion of the probationary period, the candidate will be confirmed on an initial up to three-year contract, inclusive of the six-month probationary period.

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, including a recent passport-sized photograph and certified true copies of educational certificates obtained, and completed Employment Application Form, which can be downloaded at www.asean.org.

Please indicate on the subject heading: **Application for Technical Assistant Webmaster.**

Application papers must reach the ASEAN Secretariat by **19 July 2013.**

The Selection Committee's decision is final and only short-listed candidates will be notified.

Incomplete applications will not be considered.
