



**THE ASEAN SECRETARIAT  
INVITES INDONESIAN CITIZENS OR  
NATIONALS OF ASEAN RESIDING IN INDONESIA  
TO APPLY FOR THE POSITION OF**

**TECHNICAL OFFICER  
SECURITY COOPERATION 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 ten 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 (ASEC) 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.

Currently, the ASEAN Secretariat is looking for a suitable candidate to fill the vacancy of **Technical Officer** who will work under the Security Cooperation Division, which coordinate cooperation activities pertinent to non-traditional security and transnational crime issues.

### **Duties and Responsibilities:**

The duties will cover, but not limited to, the following:

1. Provide technical and administrative support to the ASEAN bodies with respect to Meetings on non-traditional security and transnational crime issues
  - Compiling and/or providing the relevant documents such as briefing notes, talking points and presentations for the Meetings.
  - Assist with and/or draft meeting and/or mission reports.
  - Assist with the coordination of the follow-up actions and decisions with relevant internal and external parties.
  - Arrange for meeting logistics with the host country/organizer.
2. Provide administrative support with respect to implementation of programmes and projects
  - Assist in formulating, appraising and implementing programmes/projects.
  - Maintain and report the overall status of the project to Member States.
  - Ensure project proposals submitted are aligned with ASEC procedures.

### **Qualifications and Experience:**

- Bachelor degree in International Relations, Public Policy, Policy Management, or related social science fields from a reputable university with a minimum five (5) years relevant work experience in technical role.
- Demonstrated knowledge of international defence and security issues, research and technical skills.
- Demonstrated ability to develop, implement, monitor and review cooperation projects.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadline.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- Good command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

**Remuneration and Benefits:**

Successful candidate will be offered the post with a probation period of six months and monthly salary starting from **IDR 5,000,000**. There are other applicable benefits which include monthly transportation allowance, outpatient medical reimbursement, hospitalization 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](mailto: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](http://www.asean.org).

Please indicate on the subject heading: **Application for Technical Officer Security Cooperation.**

Application papers should reach the ASEAN Secretariat by **31 July 2013**

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

**Incomplete applications will not be considered.**

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