



**THE ASEAN SECRETARIAT  
INVITES INDONESIAN CITIZENS OR  
NATIONALS OF ASEAN RESIDING IN INDONESIA  
TO APPLY FOR THE POSITION OF  
  
TECHNICAL OFFICER  
ENVIRONMENT 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 ASEC is looking for a qualified candidate to fill the position of **Technical Officer Environment**, who will work in the Environment Division, Cross-Sectoral Cooperation Directorate, ASEAN Socio-Cultural Community Department. The Environment Division promotes ASEAN regional environmental cooperation in the context of enhancing environment sustainability to contribute to sustainable development, among others, in the areas of air, water, land pollution, coastal and marine environment, climate change, environmental education, freshwater resources, environmentally sustainable cities, nature conservation and biodiversity, sustainable forest management and transboundary smoke haze pollution. The Division also coordinates and manages programs and activities related to global environment issues among ASEAN Member States.

**Duties and Responsibilities:**

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

1. Provide technical and administrative support to the relevant ASEAN bodies to facilitate the smooth conduct of the meetings:
  - Prepare the relevant documents for the meetings;
  - Coordinate meeting logistics with the host country;
  - Assist in drafting the report of the meetings;
  - Coordinate the follow-up actions on decisions taken.
2. Provide technical and administrative support with respect to implementation of programmes and projects in the area of environment:
  - Assist in formulating, appraising and implementing programmes/projects;
  - Maintain an information system on the overall financial status of projects;
  - Maintain and manage documentation of programmes/projects.
3. Facilitate communication and cooperation among ASEAN Member States and other relevant stakeholders:
  - Facilitate communication among Member States on environment related issues;
  - Represent the ASEAN Secretariat and serve as a resource person when needed.

**Qualifications and Experience:**

- Bachelor degree in Environmental Studies, Natural Resource Management, Forestry or Development Studies in an appropriate related field or discipline with a minimum five (5) years relevant work experience in technical role.
- Demonstrated knowledge on policy, research and technical skills in the relevant area and willingness to learn and advance such knowledge.
- Demonstrated ability to develop, implement, and monitor programs and projects.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- 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 strategic planning and 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 commensurate with his/her personal qualifications starting from **IDR 5,000,000**. 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](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 Environment**.

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

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

**Incomplete applications will not be considered.**

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