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

TECHNICAL OFFICER
SCIENCE AND TECHNOLOGY 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 Science & Technology Division, which the division is to manage cooperation in science and technology cooperation, focusing broadly on developing human resource capacity and promoting networks, centres of excellence and research and development.

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 relevant meetings:
   - compile and provide the relevant documents such as information papers, briefing notes, talking points and presentations for the meetings;
   - develop information and/or concept papers on science, technology and innovation (STI);
   - assist in the formulation project/programme concepts or proposals;
   - prepare draft meeting reports;
   - assist with the coordination of the follow-up actions and decisions with relevant internal and external parties.

2. Provide administrative support with respect to implementation of programmes and projects under the area of Science and Technology cooperation activities:
   - coordinate with project managers on the development of background papers, reports, etc.;
   - monitor and assess the implementation of STI projects, programmes and related activities in STI;
   - assist in analysing the contribution of various STI initiatives to ASEAN Community building;
   - prepare, compile and maintain data/records documentation of cooperation projects, including assisting in the preparation of progress and completion reports;
   - manage project funds;
   - maintain an information system on the overall financial status of projects; and arrange project logistics.

3. Assist in developing the Work Programme and annual budget of the Division.

4. Support the Assistant Director in undertaking substantive work of the Division.

Qualifications and Experience:
- Bachelor degree in Science, Engineering, Development Communication, Economics, Statistics, Business or Research Management, or International Relations with at least five (5) years relevant working experience. Candidate with Advanced Degree in any of the above disciplines with three (3) years relevant working experience is preferred. Candidates must have familiarity in:
  - programme/project development, management, monitoring, and evaluation,
  - analysis of relevant policies and issues on science and technology for regional development cooperation, and
  - writing analytical and/or comprehensive reports, project proposals or concept papers, business letters.

- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- 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 problem solving in a complex organisational environment and in work planning.
- Knowledge on developing and maintaining website and databases will be an advantage.
- 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,** 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 Officer Science & Technology.**

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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