



**Aus4ASEAN**  
FUTURES

## AUSTRALIA FOR ASEAN FUTURES

### TERMS OF REFERENCE FOR Senior Project Officer for Analysis and Monitoring Division ASEAN Political-Security Community

#### Overview on the Functions of the Division

The ASEAN Political Security Community (APSC) Analysis and Monitoring Division (AMD) of the ASEAN Secretariat monitors the implementation of the APSC Blueprint 2025 and undertakes relevant reviews of the Blueprint's implementation (annual, biennial, mid-term and end-of term as provided for in the APSC Blueprint 2025). It has developed intrinsically a database for managing data related to the Blueprint and has crafted a Monitoring and Evaluation (M&E) Framework in assessing the progress of implementation.

The division also conducts assessments of requests for accession to the Treaty of Amity and Cooperation by interested external parties as well as assessments of application for formal partnerships (Dialogue, Sectoral Dialogue and Development) of external parties.

In addition, the Division supports the High-Level Task Force on ASEAN Community's Post-2025 as well as organises and services the annual meeting of the Coordinating Conference for the ASEAN Political-Security Community (ASCCO).

In line with the ASEAN Vision 2025 and Key Aspirations of the three Community pillars, namely: Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Senior Project Officer (SPO) for Analysis and Monitoring Division**, ASEAN Political-Security Community Department. This is a full-time position based in Jakarta, Indonesia and the SPO may be required to travel intermittently to ASEAN countries as necessary.

This position will be supported by the Government of Australia through the Australia for ASEAN Futures program.

## **Duties and Responsibilities**

1. Conduct research, study and recommendations on current and emerging issues across APSC's sectors with a particular focus on political-security and ASEAN external relations issues based on the request of ASEAN Member States and other divisions in the APSC Department;
2. Prepare policy briefs based on studies/researches as well as craft situational reports on current and developing global and regional issues;
3. Establish links with other research institutions and think-tanks in the region and beyond on issues pertaining to political-security and external relations matters;
4. Undertake relevant work relative to the ASEAN Outlook on the Indo-Pacific (AOIP), as well as promoting cooperation with ASEAN's external partners along the areas of cooperation identified in the AOIP, in collaboration with the relevant Division(s); and
5. Support the undertaking of cross-pillar and cross-sectoral work on issues facing ASEAN.

## **Working relations**

### **Internal**

#### ***a) This position will liaise with all levels of positions in the Secretariat***

- Secretary-General
- Deputy Secretaries-General
- Directors
- Assistant Directors
- Senior Officers
- Officers
- Associate Officers

### **External:**

#### ***a) This position will liaise with:***

- ASEAN Government Officials including the Committee of Permanent Representatives to ASEAN
- Dialogue Partner Officials

#### ***b) Service Meetings of:***

- High-Level Task Force on ASEAN Community's Post-2025 Vision
- Coordinating Conference for the ASEAN Political-Security Community (ASCCO)

## **Minimum Qualifications, Experience and Competencies (Skills, Knowledge, Attribute)**

## Education and Work Experience

- Advanced degree (Master's or equivalent degree) in International Relations/Political Science/Strategic Studies/International Law or appropriate related field from a reputable university with at least three years of relevant experience, or a Bachelor's degree with at least five years of relevant work experience and minimum six (6) years **extensive** research experience.
- Solid knowledge and experience in results-based project management and monitoring and evaluation (M&E) will be an advantage.
- A sound understanding of international and regional issues, and knowledge of, and commitment to ASEAN ideals.
- Proven experience in public policy development and negotiation, and in working closely with government officials.
- Familiarity with the working of international organizations and diplomatic procedures and protocols.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated good interpersonal skills, ability to develop and maintain sound working relationships with public and private sector organisations, stakeholders and partners, and work effectively with people at all levels of the organisations.
- Proven ability for accuracy under stress condition and adherence to deadlines.
- English proficiency and computer literacy are pre-requisites for this position.
- Experience in cross-cultural environment and international settings is an advantage.
- Candidate must be an ASEAN national.

## Core Competencies

- **Accountability.** Taking personal responsibilities and honouring commitments for all delegated assignments within prescribed time, budget, quality standards and in compliance with organizational rules and procedures.
- **Planning and Organization Skills.** Ability to plan and organize work load, schedules and priorities and make most efficient use of time, facilities, materials, equipment, and other resources to ensure that all duties and tasks are fulfilled effectively.
- **Communication and Coordination skills.** Ability to express thoughts, ideas and facts clearly in both verbal and written forms; to listen carefully to others; and to consult and coordinate with relevant parties to ensure all important matters are informed and shared appropriately.
- **Information Literacy & Knowledge Management.** Ability to locate, evaluate, and use effectively needed data and information to promote information and knowledge sharing and dissemination to enrich the organization and enable co-workers to be updated at all times.
- **Multi-cultural Skills.** Ability to interact and work together harmoniously with peoples from different nationalities, cultures, backgrounds, gender, etc.

- **Teamwork Skills.** Ability to work together and build synergy through cooperation's and collaboration with colleagues to ensure organizational goals are met effectively.
- **Continuous Learning.** Ability and willingness to keep abreast of new developments on subject matter and make continuous improvements to ensure that his/her knowledge and skills remain relevant to his/her current post.

**Remuneration and Benefits:**

The successful candidate will be offered a basic salary of **USD 3,893** and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalisation & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed-term contract of three (3) years, inclusive of the six-month probationary period.

**How to apply:**

Send your application via email to: [personnel@aus4aseanfutures.org](mailto:personnel@aus4aseanfutures.org) highlighting your suitability and potential contribution to the position you are interested in together with a detailed CV, including a recent passport-sized photograph and completed Employment Application Form, which can be downloaded at <https://asean.org/wp-content/uploads/2022/02/01-ASEC-Employment-Form-2022.doc> (Note: copies of educational qualifications will only be required to be produced by shortlisted applicants).

Please indicate on the subject: Application for **SPO AMD APSC**

Application should reach the ASEAN Secretariat by **COB 8 March 2024**. Only short-listed applicants will be notified.

**Applications not made using the Employment Application Form will not be considered.**