

**TERMS OF REFERENCE  
PROGRAM OFFICER  
FOR THE AUSTRALIA FOR ASEAN FUTURES (AUS4ASEAN FUTURES)**

**I. Background**

In 2022, ASEAN and Australia signed a Memorandum of Understanding on the Australia for ASEAN Futures Initiative (Aus4ASEAN Futures), which will support the breadth of ASEAN's objectives, harness new opportunities, respond to emerging challenges, and assist with navigating growing regional complexity. The Aus4ASEAN Futures will deliver AU\$204 million over ten years, providing support to all three ASEAN Communities. Aus4ASEAN Futures is embedded in the ASEAN Secretariat (ASEC), mobilising resources through an ASEAN trust account, and using ASEAN systems.

Aus4ASEAN Futures is governed by a Joint Planning and Review Committee (JPRC) comprised of representatives from ASEAN Member States (AMS) and Australia that meets annually to review program progress and approve forward work planning. A Program Management Team (PMT) comprised of the Aus4ASEAN Program Director(s) and representatives from ASEC are responsible for the delivery of the Program within ASEC. They are supported in the implementation of the program by a Program Planning & Monitoring Support Unit (PPMSU), based in the ASEAN Secretariat, Jakarta. The PPMSU also includes long-term Advisers to ensure efficient Monitoring, Evaluation and Learning (MEL), promote inclusion and strengthen Aus4ASEAN Futures communications and public outreach.

The ASEAN Secretariat is seeking a qualified candidate from Indonesian Nationals to fill the position of Program Officer for Aus4ASEAN Futures, as part of PPMSU. This is a full-time position to be stationed in Jakarta, Indonesia. Female candidates and people with disabilities are strongly encouraged to apply.

**II. Broad Statement of Function**

The Program Officer will provide technical and administrative support to the overall Aus4ASEAN Futures program and project management and implementation.

Reporting to Program Coordinator (PC), the Program Officer will be assigned to assist team members in routine and ad hoc project planning; project document preparation and review; and execution and coordination of project activities. S/he will also perform administrative duties, such as word processing, correspondence, scheduling, data collection and entry, filing and updating relevant documents and information management systems.

**III. Duties and Responsibilities**

1. Provide technical support in preliminary review of project concept notes and proposals based on Aus4ASEAN Futures quality checklists.
2. Assist in preparing project process documents as required, including Terms of References (ToRs), contracts/agreements, and outgoing letters, in close coordination with relevant team members.
3. Coordinate with Senior Program Officers to ensure information systems are up-to-date. Maintain and distribute program and project materials as instructed by senior staff.
4. Provide support in planning project-related procurements and organising events:
  - Maintain and update procurement and event plans for all Aus4ASEAN Futures projects in close coordination with team members.

- Assist in preparing procurement documents.
  - Assist in arranging events (e.g. workshops, seminars, and meetings), including liaising with project proponents on participants' confirmation and required documents; supporting travel logistics and venue arrangements; maintaining attendance lists; and validating supporting documents for payment purposes.
5. Assist in preparing payment-related documents for project implementation.
  6. Provide technical and administrative support for monitoring and evaluation activities, including data collection and entry.
  7. Provide support in maintaining and updating time-series financial forecasts of the program trust funds, with close coordination with the team members and the Finance and Budget Division of the ASEAN Secretariat, as necessary.
  8. Undertake other program/administrative duties, such as word processing, filing, correspondence, scheduling and confirmation of appointments including facilitating entry to ASEC premises.
  9. Perform other duties as assigned by the Program Director(s) and Program Coordinator, as appropriate.

## **Working Relationships**

### External

- Individuals participating in activities supported by Aus4ASEAN Futures.
- Vendors and service providers for Aus4ASEAN Futures projects.

### Internal

- Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU) team members.
- Aus4ASEAN Futures Monitoring, Evaluation, and Learning; Inclusion; and Strategic Communications Advisors and short term advisers on the Panel of Experts.
- Relevant ASEC and project officers involved in project planning, implementation, including budgeting and payment.

## **Competencies**

### Technical

- Project management and administration
- Information technology proficiency: Microsoft Word, Excel, PowerPoint, Outlook; Google Suite
- Travel and logistics management
- Fluency in English
- Interpersonal and communication skills

### Personal Attributes

- Diversity and Inclusion – strives to create an inclusive work environment based on mutual respect and free from all forms of discrimination.
- Integrity – maintain and promote social, ethical, and organisational norms and values in conducting activities.

- Client orientation – considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them with appropriate solutions.
- Attention to detail – verifies important details and ensures the accuracy of outputs.
- Multitasking – comfortable undertaking multiple projects and assignments.
- Teamwork – collaborates well with others and thrives in a team environment.

## **Position Requirements**

### Education and Experience:

- Advance degree in Social Sciences-related fields or bachelor’s degree with a minimum of two (2) years working experience in a discipline relevant to Aus4ASEAN Futures sectoral focus. Professional experience in project management or business administration is considered an advantage.
- Demonstrated experience in providing technical and administrative support to program/ project management offices, preferably related to international development programs.
- Prior work experience in Australia-funded programs/projects is an advantage.
- Working knowledge of ASEAN, ASEAN Secretariat, or related issues is desirable.

## **Remuneration**

A salary package will be negotiated commensurable with experience. Upon completion of the probationary period, the PO will be confirmed for a three-year contract, inclusive of the six-month probationary period, in the first instance.

## **How to Apply**

Send your application via email to: [personnel@aus4aseanfutures.org](mailto:personnel@aus4aseanfutures.org) copy to [aus4aseanfutures@asean.org](mailto:aus4aseanfutures@asean.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 candidates).

Please indicate on the subject: Application for **Program Officer for Aus4ASEAN Futures**.

Applications should reach the ASEAN Secretariat by **27 June 2024**. Only short-listed candidates will be notified.

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

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