



**THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY**

**PROGRAM COORDINATOR
FOR THE
AUSTRALIA FOR ASEAN FUTURES PROGRAM**

Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. In 2015, the ASEAN Community was established, comprising of the ASEAN Economic Community, ASEAN Socio Cultural Community and ASEAN Political Security Community. According to the ASEAN 2025: Forging Ahead Together, which captures ASEAN's post 2015 Vision, the ASEAN Community is envisioned as a community with enhanced capacity and capabilities to both respond effectively to challenges and to seize opportunities.

The Aus4ASEAN Futures Initiative is the flagship investment under the ASEAN-Australia CSP valued at AUD 204 million over 10 years (2022-2032). It is demand-driven, agile and responsive to ASEAN priorities, providing practical support through ASEAN systems and regional architecture. Projects are jointly-agreed and provide equal opportunity and benefit to all ASEAN Member States. Building on the success of the ASEAN-Australia Development Cooperation Program Phase II (AADCP II), Aus4ASEAN Futures has expanded to provide support to all ASEAN Community Pillars (Economic; Socio-Cultural; Political-Security).

While it will continue to prioritise the use of ASEAN Secretariat project financing and procurement systems, Aus4ASEAN Futures is integrating significant reforms to enhance capability and impact. This includes strengthening the technical capability of the program; improving financial management; building in greater gender equality, disability and social inclusion (GEDSI) and monitoring, evaluation and learning (ME&L) capabilities; and better aligning the regional program with bilateral investments.

Aus4ASEAN Futures' end of program outcomes include:

- ASEAN Member States' planning, policies and programs more effectively support all ASEAN Communities to promote:
 - a. economic integration, competitiveness, innovation and connectivity;
 - b. inclusive, sustainable, resilient, and dynamic communities; and
 - c. peaceful, rules-based systems.
- ASEAN programs, plans and policies more effectively integrate cross-cutting issues including climate change, social inclusion, gender equality and disability.
- Australia is recognised for its positive contribution to ASEAN.

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. Also part of the PPMSU are Advisers to ensure efficient Monitoring, Evaluation and Learning (MEL), promote gender equality, disability and social inclusion (GEDSI) and strengthen Aus4ASEAN Futures communications and public outreach.

The ASEAN Secretariat is seeking qualified candidates from ASEAN Nationals to fill the positions of the **Program Coordinator (PC)**. The PC manages the program team under the PPMSU and coordinate their inputs together with the program's panel of experts/ technical specialists. The PC is responsible for coordinating Aus4ASEAN Futures programming cycle, including project development planning, preparation and management. The PC will report to the Australia for ASEAN Futures Program Director/s. Details are in the attached Terms of Reference.

This is a full-time position, stationed in Jakarta, Indonesia. Female candidates and people with disabilities are strongly encouraged to apply.

Remuneration:

A salary package will be negotiated commensurable with experience. Upon completion of the probationary period, the candidate 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 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 **Aus4ASEAN Futures [Program Coordinator]**.

Application should reach the ASEAN Secretariat by **Sunday 2 February 2025 at 23:59 Jakarta time (GMT +7)**. Only short-listed applicants will be notified.

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

Annex 1. Program Coordinator

Broad Statement of Function

- Support ASEC and the Aus4ASEAN Futures Program Director(s) with the overall coordination of program activities across the three ASEAN Community pillars and institutional strengthening of ASEC;
- Provide a central point of reference and information with respect to all Aus4ASEAN Futures programming-related matters;
- Lead and manage the program team in the PPMSU

Primary Responsibilities

As part of the Aus4ASEAN Futures Management Team and reporting to the Aus4ASEAN Futures Program Director(s), the Program Coordinator will:

1. Lead and manage the program team in the PPMSU, consisting of a small team of senior program officers and coordinating their input together with the relevant technical specialists/ experts to ensure an effective and efficient program;
2. Support the Program Director(s) in identifying potential project and partnership opportunities through engagement with project proponents, implementing agencies and stakeholders, in line with the Aus4ASEAN Futures End of Program Outcomes (EOPOs).
3. Assist the PMT monitor and review the project management cycle as well as identify new work streams and activities under Aus4ASEAN Futures. These include, but will not be limited to:
 - i. raise issues and recommend options to address implementation challenges;
 - ii. ensure no overlaps between Aus4ASEAN Futures activities and those generated by other ASEAN Programs;
 - iii. ensure that methodology to deliver development assistance to Member States is sound, sustainable and impactful; and
 - iv. undertake project visits, attend reviews and project steering committee meetings as necessary to understand conditions at the recipient levels;
4. Prepare consolidated Aus4ASEAN Futures Annual Work Plans and budgets;
5. Prepare program-related updates for JPRC meetings and regular reporting;
6. Working together with the Senior Operations Officer, ensure that appropriate management systems are in place for efficient and effective design, appraisal, implementation and monitoring & evaluation of projects;
7. Together with the relevant specialist/ experts, coordinate activities to promote the program's visibility;
8. Guided by the MEL advisor, coordinate activities to implement the Aus4ASEAN Monitoring, Evaluation and Learning (MEL) framework;
9. Guided by the Communications advisor, coordinate communication efforts to ensure that information is accurate, timely, relevant and effectively demonstrating the ongoing performance of the program. This may include establishing internal communication tools and knowledge sharing mechanisms.

Working Relationships:

External

- Australian Government, other dialogue partners and implementers working to support the ASEAN Community Pillars and ASEC Institutional Capacity Building.
- Current and potential Proponents and Implementing Agencies of Aus4ASEAN Futures – supported projects;
- ASEAN focal points for the program/ project activities.

Internal

- Aus4ASEAN Futures Program Management Team (PMT) members
- Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU) team members
- Aus4ASEAN Panel of Experts, including MEL and communications Expert/ Advisor.
- Relevant ASEC Desk Officers dealing with ASEAN Communities and institutional capacity building

Competencies

Technical and managerial

- Program formulation, implementation, monitoring and evaluation;
- Knowledge of concepts and issues relating to ASEAN, ASEAN Cooperation Projects and ASEAN institutional framework;
- Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making;
- Analytical skills;
- High-level consultation, strategic-planning, facilitation and negotiation;
- Leadership, interpersonal and communications skills;
- Stakeholder engagement;
- Gender equality, disability and social inclusion (GEDSI) in programs/projects;
- Knowledge of project operational processes such as procurement and contracting;
- Fluency in English.

Personal Attributes

- Diversity and Inclusion - strives to create a work environment that is inclusive, based on mutual respect, and free from all forms of discrimination.
- Integrity: able to maintain and promote social, ethical and organisational norms and values in conducting activities
- Decisiveness: able to make timely decisions, render judgement and take action when appropriate
- Creative and innovative: able to generate creative solutions to work situations; try different ways to deal with organisational problem and opportunities
- Diplomacy: employs social intelligence and active listening to strengthen relationships, negotiate and resolve conflicts.

Position Requirements

Education

- A Master's degree or equivalent in an appropriate discipline;

Experience

- A minimum of six years of professional experience in dealing with a wide spectrum of program development, coordination and management issues is required, with at least three years in a leadership role;
- Experience in developing, coordinating and managing complex development programs as well as evaluations/ reviews is required;
- Experience with programs related to organisational development, social and economic development, and political security is desirable;
- Experience working within ASEAN systems and/or ASEAN Secretariat is desirable;
- Experience coordinating with partners and stakeholder, particularly high-level government officials in a multi-country (regional) setting is desirable.
- Fluency in English is required.