THE ASEAN SECRETARIAT INVITES ASEAN NATIONALS
RESIDING AND ELIGIBLE TO WORK IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY

FINANCE AND PROCUREMENT OFFICER FOR THE AUSTRALIA FOR ASEAN FUTURES INITIATIVE

Background

About ASEAN

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 2025, ASEAN reaffirms its commitment to building a resilient, innovative, dynamic, people-centred ASEAN, through the adoption of the *ASEAN Community Vision 2045*.

About Australia for ASEAN Futures Initiative

The Australia for ASEAN Futures (Aus4ASEAN Futures) Initiative is Australia's flagship investment to support ASEAN achieve its regional aspirations. Backed by a ten-year, AUD 204 million commitment (2022–2032) from the Australian Government, Aus4ASEAN Futures is a core delivery mechanism of the ASEAN-Australia Comprehensive Strategic Partnership (CSP) and the Plan of Action to Implement the ASEAN–Australia CSP (2025–2029). ASEAN-led and demand-driven, Aus4ASEAN Futures is agile and responsive to ASEAN priorities, and provides support across ASEAN's Economic, Socio-Cultural and Political Security Communities, plus Connectivity.

Aus4ASEAN Futures' end-of-program outcomes include:

1. 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.
2. ASEAN programs, plans and policies more effectively integrate cross-cutting issues including climate change, social inclusion, gender equality and disability.
3. Australia is recognised for its positive contribution to ASEAN.

Aus4ASEAN Futures' support to ASEAN and its Member States currently cover six sectoral focus areas (and emerging priorities), as well as technical assistance and institutional strengthening. These areas encompass (i) regional trade and investment, (ii) energy transition and climate action, (iii) digital economy transformation, (iv) regional connectivity, (v) ASEAN Outlook on the Indo-Pacific (AOIP) implementation, and (vi) inclusive growth and human development.

Governance and Program Structure

Aus4ASEAN Futures is governed by a **Joint Planning and Review Committee (JPRC)** comprised of permanent representatives from ASEAN Member States (AMS) and Australia's Ambassador that meets annually to review program progress and approve forward work planning.

A **Program Management Team (PMT)** comprised of the Aus4ASEAN Futures Program Director(s) and representatives from the ASEAN Secretariat are responsible for the overall program implementation.

PMT is supported by a multidisciplinary and multi-cultural **Program Planning and Monitoring Support Unit (PPMSU)** based in the ASEAN Headquarters/ASEAN Secretariat, Jakarta, Indonesia.

Aus4ASEAN Futures operates through two delivery modalities:

1. Aus4ASEAN Futures Trust Fund – through the ASEAN Secretariat – anchoring ASEAN ownership and accountability;
2. Technical Services and Support Program (TSSP) – providing flexibility, technical expertise, and rapid response to ASEAN and Chair priorities.

The ASEAN Secretariat is seeking a qualified candidate from ASEAN Nationals residing and eligible to work in Indonesia to fill the position of **Aus4ASEAN Futures Finance and Procurement Officer**, as part of the PPMSU. This is a full-time position, stationed at the ASEAN Headquarters/ASEAN Secretariat, in Jakarta, Indonesia. Details are in the annexed Terms of Reference.

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 Finance and Procurement Officer will be confirmed for a three-year contract, inclusive of the six-month probationary period, in the first instance.

How to Apply

Interested candidates are requested to complete the online application form (https://recruitment-new.talenta.co/aus4asean-futures-1h3c/finance-procurement-officer-gws) and submit their application to personnel@aus4aseanfutures.org, including:

- A cover letter outlining their suitability for the position and potential contribution to Aus4ASEAN Futures;
- A detailed Curriculum Vitae (CV);
- Copies of relevant educational certificates;
- A completed ASEC Employment Application Form, including a recent photograph (the ASEC Employment Application Form can be downloaded here).

Please indicate **"Application for Aus4ASEAN Futures Finance and Procurement Officer"** in the email subject line.

Applications must be received by **23 August 2026, 23.59 Jakarta time (GMT+7)**. Applications submitted without the completed ASEC Employment Application Form will not be considered.

Only shortlisted candidates will be contacted. The decision of the selection committee is final.

Terms of Reference: Aus4ASEAN Futures Finance and Procurement Officer

Reporting to: Aus4ASEAN Futures Senior Operations Officer (SOO)

Broad Statement of Function

The Finance and Procurement Officer (FPO) provides financial management and procurement support to the Aus4ASEAN Futures program. Reporting to the Senior Operations Officer (SOO), the position is responsible for financial processing, budget consolidation, and reporting (approximately 70%) and procurement execution (approximately 30%). The FPO serves as the central point of contact for all program payment processing and for consolidating financial data across the program's two delivery modalities — the ASEC-managed Trust Fund and the Technical Services and Support Program (TSSP) — into a coherent program-wide financial picture. The FPO applies established financial management practices, ensures compliance with ASEC Financial and Administrative Rules and Procedures (AFARP), and advises the SOO on areas for improvement for consideration by the Program Coordinator, and Program Director(s).

This is a full-time position based at the ASEAN Headquarters/ASEAN Secretariat, in Jakarta, Indonesia.

Duties and Responsibilities

Financial Management and Reporting (70%)

1. Consolidate financial data across the program's two delivery modalities (ASEC Trust Fund and TSSP) into a coherent program-wide budget view. Track expenditures, commitments, and available balances at project and program level against approved annual work plans, and conduct variance analysis to identify financial risks and areas requiring corrective action.
2. Prepare consolidated financial reports and forecasts for primary program stakeholders as directed by the SOO. Contribute data and analysis to multi-year budget projections and budget reports as directed by the SOO to support pipeline prioritisation.
3. Serve as the central point of contact for processing all program payment documentation to ASEC Finance and Budget Division (FBD), including project and non-project payments. Receive and validate payment requests and supporting documentation from relevant PPMSU team members.
4. Maintain accurate, audit-ready financial records. Apply established internal controls and anti-fraud measures in day-to-day processing and flag compliance risks or irregularities to the SOO. Support internal and external audits and spot checks, including preparation of documentation and responding to queries.
5. Liaise with ASEC FBD officers and TSSP finance teams on operational financial matters, including trust fund management, reconciliation, and payment verification.
6. Contribute to the development and improvement of financial and budget tools, templates, and processes.

Procurement (30%)

1. Execute all program procurement under SOO guidance — in accordance with Aus4ASEAN Futures procurement procedures.
2. Prepare procurement evaluation tools and risk assessments. Coordinate evaluation panels, prepare tender evaluation reports and recommendation memos in accordance with applicable procurement procedures. Maintain procurement documentation and vendor databases.
3. Maintain procurement tracking systems and monitor procurement timelines to support timely completion of procurement activities.
4. Support procurement for PPMSU-managed events, including vendor engagement and contract administration.
5. Perform other financial, procurement, and administrative tasks as assigned by the SOO, Program Coordinator, or Program Director(s).

Working Relationships

External

- TSSP finance and operations counterparts
- Vendors and service providers supporting program implementation
- Australian Mission to ASEAN (finance and program management counterparts)

Internal

- Aus4ASEAN Futures PPMSU team members, including embedded advisors
- ASEC FBD and other relevant ASEC divisions (corporate and substantive) as required

Qualifications

- Advanced degree in Accounting, Finance, Business Administration, or related fields, or bachelor's degree with a minimum of two (2) years of relevant professional experience in financial management within international development programs or donor-funded projects.
- Experience supporting procurement processes, including competitive tendering, vendor management, and contract administration.
- Prior work experience in Australia-funded programs or projects is desirable.
- Knowledge of ASEAN Secretariat financial procedures and familiarity with ASEAN institutional processes is desirable.
- Familiarity with Microsoft Dynamics 365 or similar ERP/financial management systems is desirable.

Competencies

Technical

- Strong financial management skills, including budgeting, variance analysis, payment processing, bank reconciliation, fund acquittals, and multi-source data consolidation and reporting
- Knowledge of procurement principles and procedures, including competitive tendering, evaluation processes, and vendor management
- Understanding of procurement compliance and approval processes in international organisation or government settings
- Advanced proficiency in Microsoft Excel; proficiency in Word, PowerPoint, Outlook, and Google Workspace
- Ability to consolidate and reconcile financial data from multiple systems
- Familiarity with financial audits and compliance processes
- Fluency in written and spoken English

Personal Attributes

- Diversity and Inclusion – strives to create an inclusive work environment based on mutual respect and free from all forms of discrimination.
- Integrity – maintains high ethical standards and promotes social and organisational norms in conducting activities.
- Discretion – exercises sound judgment in handling sensitive financial information and maintains appropriate confidentiality.
- Service orientation – responsive to the needs of program teams and stakeholders, and committed to timely, accurate support.
- Attention to detail – verifies important details and ensures the accuracy of financial data and outputs.
- Planning and organisation – prioritises tasks, manages competing deadlines, and delivers at pace while maintaining quality.

- Teamwork – works collaboratively in a multicultural environment and thrives in a team setting, while able to work independently as required.
- Solution orientation – anticipates challenges, identifies practical solutions, and escalates appropriately.

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