



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

**PROGRAM 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 Program 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 Program 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/program-officer-qww>) 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 Program 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 Program Officer

Reporting to: Aus4ASEAN Futures Senior Program Officer

Broad Statement of Function

The Program Officer (PO) provides technical and administrative support to the overall Aus4ASEAN Futures program and project management and implementation. Reporting to the Senior Program Officer (SPO), the Program Officer supports the conception, development, implementation, monitoring, and reporting of assigned projects and program activities. The incumbent also provides necessary support as directed by the SPO to ensure the consistent and efficient management of program processes and documentation.

Duties and Responsibilities

1. Support the preliminary technical review of project concept notes and proposals based on Aus4ASEAN Futures guidelines and quality checklists.
2. Review project outputs, deliverables, and milestone reports against agreed scope and quality standards, and provide suggested inputs to the SPO.
3. Prepare draft project documents as required for program implementation, including Terms of Reference (ToRs), contracts and agreements with implementing agencies, correspondence, and briefing materials, using established templates and in coordination with relevant team members, for SPO review.
4. Liaise with project proponents and implementing agencies to advance project progress, troubleshoot implementation issues, and maintain productive working relationships, under SPO guidance. Draft talking points, briefing notes, and meeting and mission reports as directed by the SPO or Program Coordinator.
5. Coordinate with SPO to ensure program information systems, documentation, and records are complete, up-to-date, and accessible to team members.
6. Support project-related procurement and event delivery:
 - Prepare procurement content documentation (e.g., Terms of Reference, Scope of Services) in accordance with applicable procedures, coordinating with PPMSU Operations team, implementing agencies, and service providers as required.
 - Coordinate event preparation with project proponents, TSSP, and the PPMSU team, including contributing to event budgets and specifications, travel support package arrangements, and collation of supporting documentation. The PO may be requested to travel within the ASEAN region from time to time to support event delivery.
7. Coordinate with project proponents to confirm acceptance of project deliverables and outputs, and collate supporting documentation (e.g., invoices, approved deliverables, confirmation correspondence, contracts) for payment processing.
8. Support monitoring, evaluation, learning, and reporting activities for assigned projects, including collecting and inputting data into MEL systems, maintaining activity records, tracking implementation progress and milestones, and assisting in the preparation of progress reports.
9. Perform other duties as assigned by the SPO, Program Coordinator, or Program Director(s).

Working Relationships

External

- Project proponents, implementing agencies, and service providers for Aus4ASEAN Futures-supported projects
- TSSP management team and TSSP-sourced technical experts and event specialists
- ASEAN Member States focal points for program and project activities

Internal

- Aus4ASEAN Futures PPMSU team members, including embedded advisors
- ASEC divisions (substantive and corporate) involved in project planning, implementation, and administration

Qualifications

- Advanced 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.
- Demonstrated experience providing technical and administrative support to program or project management teams, preferably within international development programs.
- Experience in project coordination, document review, or stakeholder liaison within international development programs is desirable.
- Prior work experience in Australia-funded programs or projects is an advantage.
- Working knowledge of ASEAN and ASEAN Secretariat is desirable.

Competencies

Technical

- Project management and administration
- Report writing and analytical skills, including ability to review project documents and prepare quality written outputs
- Information technology proficiency, including Microsoft Word, Excel, PowerPoint, Outlook; Google Workspace
- Basic understanding of monitoring, evaluation, and learning (MEL) concepts and results frameworks
- Basic understanding of procurement and administrative procedures
- Ability to manage project documentation and information systems
- Awareness of gender equality, disability and social inclusion concepts and their application in programs and projects
- 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.
- Client orientation – considers all those to whom services are provided as clients and seeks to understand and respond to their needs.
- Interpersonal skills – communicates clearly, listens actively, and builds productive working relationships.
- Attention to detail – verifies important details and ensures the accuracy of outputs.
- Planning and organisation – prioritises tasks, manages competing deadlines, and delivers at pace and to standard.
- 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.
