



**ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)  
Economic Cooperation Support Programme (AECSP)**

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**Terms of Reference**

**OFFICE ASSISTANTS (Two Positions)**

(Indonesians and ASEAN Nationals Permitted to Work in Indonesia Only)

**Background**

Following the entry into force of the ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA), the AANZFTA Economic Co-operation Support Programme (AECSP) was established in 2010 by ASEAN Member States, Australia and New Zealand with a main goal to facilitate the implementation of the AANZFTA. AECSP is currently until 31 December 2021. Support to economic co-operation under AANZFTA beyond 2021 is expected to be delivered through a multi-year successor programme.

The AECSP consists of the Economic Cooperation Work Programme (ECWP) and the AANZFTA Support Unit (ASU) which is located in the ASEAN Secretariat, Jakarta, Indonesia. The ECWP consists of components linked to key commitments by the Parties under the AANZFTA. The ECWP's primary focus is on capacity development of national institutions of Parties and policy work to operationalise the AANZFTA and address AANZFTA implementation gaps. ECWP facilitates the implementation of AANZFTA and its effective use by the Parties for the development of their economies and advancing regional economic integration. The ASU supports the implementation of the ECWP and assists the FTA Joint Committee (FJC) in monitoring the overall AECSP implementation progress, informing their decision-making and implementing decisions.

The ASU is looking for two suitable Indonesian candidates to fill in the full-time position of Office Assistants to be based in Jakarta, Indonesia. The positions are also open to other ASEAN nationals who are currently residing and permitted to work in Indonesia. The primary focus of the role is to provide support on all aspects of AECSP logistics and administration in close coordination with ASEAN Secretariat and contracted parties. The Office Assistants will work closely with the ASU team, under the supervision of ASU Senior Officers and report to the Programme Coordinator.

**Main Responsibilities**

Working within relevant lines of reporting and in close collaboration with the ASU team as well as with other relevant divisions at ASEAN Secretariat, the Office Assistants shall bear the following main responsibilities:

1. Overall Event Organization and Management
  - Coordinate closely with ASU team, ASEAN Secretariat and vendors in organizing and managing all AANZFTA events assigned, including but not limited to planning, managing

- logistics for organizing AANZFTA meetings, ECWP and ASU workshops and seminars within the budget and in compliance with ASEAN Secretariat and AECSP rules and regulations;
- Liaise closely with the host countries, event participants, vendors and ASEAN Secretariat in successful organization of the events;
  - Collect the required supporting documents and assist with / monitor payments until completion.
2. Procurement
- Assist with the ASU's procurement of goods and general services for ECWP and ASU work programmes, including preparation of Services Requisition Form, consult on the appropriate modes of procurement, attending Quotation Panel Meetings when needed, and following through with ASEAN Secretariat until successful delivery and payment;
  - Assist with the purchase of air tickets and/or provision of ticket ceilings by ASEAN Secretariat to support the events assigned;
  - Assist in procuring hotel services in close coordination with host countries for organizing events outside Jakarta; and
  - Other procurements as assigned.
3. Office Administration
- Assist on all office administrative tasks, including but not limited to:
- Manage AANZFTA calendars, schedule of team meetings, missions and leaves;
  - Liaise with ASEAN Secretariat for signatories on various documents;
  - Assist with the preparation of ASU missions including travels logistics;
  - Manage and update ASU databases including asset inventory, publications and merchandise;
  - Maintain a filing system for all financial documents and contracts for auditing purposes.
4. Perform other duties as may be assigned by the ASU Programme Coordinator.

## Qualifications Requirements

### Education

The Office Assistants should hold a Bachelor's degree in administration, management, hospitality or a relevant social science discipline.

### Experience

- Demonstration of the ability to adhere to control systems, ensuring highest level of compliance to policies, accuracy and integrity in procuring goods and services;
- Experience in or good understanding of event organization and office support;
- Two years of experience in administrative support in a complex cross-sectoral or multi-donor trust fund would be an advantage
- Experience in working with ASEAN countries and/or adequate knowledge of AANZFTA, ASEAN and the ASEAN Economic Community;
- Experience in working with international and/or regional organisations would be desirable.

### Competencies:

- Good command in written and spoken English;
- Keen and attention to details;
- Strong negotiation, organization and planning skills;
- Strong ability to multi-task, organize work, deliver under pressure and meet deadlines in a fast-paced working environment;
- Strong ability to communicate and work effectively in a multicultural team while coordinate closely with relevant ASEAN Secretariat desk officers, AANZFTA Parties, project implementers and contracted parties;

- Strong interpersonal skills and ability to deal with colleagues and clients with maturity, sensitivity and diplomacy;

### Remuneration

An attractive lump-sum remuneration package at the level of Associate Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to the duration of the AECSP.

### How to Apply

- You are invited to send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) and copy [ecwp@asean.org](mailto:ecwp@asean.org) by **15 January 2020**. Please use the following heading for the subject of your email: **Office Assistant, AANZFTA Support Unit**.
- A complete application includes:
  - **A Cover Letter** summarizing your candidacy, suitability for the advertised position and potential contribution to the team;
  - **A Curriculum Vitae**;
  - **Certified true copies of educational certificates**; and
  - **A complete ASEAN Secretariat Employment Application Form** attached with a recent photograph. The Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form).
- Women are encouraged to apply.
- The Selection Committee's decision is final and only shortlisted candidates will be notified. Incomplete applications will not be considered.
- For more information about the AANZFTA and AECSP, please visit: <http://aanzfta.asean.org/>