



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

Terms of Reference

PROJECT OFFICER

(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), 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 a suitable Indonesian candidate to fill in the full-time position of Project Officer to be based in Jakarta, Indonesia. The position is 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 project implementation and management in close coordination with ASEAN Secretariat, project implementers and contracted parties. The Project Officer will work closely with the ASU team, under the supervision of Senior Project Officers and report to the Programme Coordinator.

Main Responsibilities

AECSP is a multi-stakeholder initiative with complex sectoral implementation plans and follows the results-based approach in its management. Working within relevant lines of reporting, the Project Officer shall bear the following main responsibilities:

1. Assist in the design, implementation and management of ECWP projects and ASU activities.
2. Assist in the monitoring and evaluation (M&E) of the individual activities, specifically through: (a) preparation of preliminary data analysis of the participant evaluations; (b) undertaking of follow-up emails to select participants after the event; and (c) updating of the M&E database for future use;

3. Project Budget Management: (i) Work closely with ASU team in developing project budget and disbursement plan at the proposal stage; (ii) Pre-screen disbursement requests, supporting documents and prepare disbursement forms for payment authorization; (iii) Responsible for monitoring project budget utilization, journal entries, advances, settlements, reconciliation, identify issues and promptly report to ASU team;
4. Provide inputs to Project Progress Reports and Project Completion Reports of ECWP and ASU activities;
5. In the course of implementing ECWP and ASU activities, coordinate and liaise with relevant divisions/units of the ASEAN Secretariat, consultants (if applicable), and with the AANZFTA Parties (i.e., ASEAN Member States, Australia and New Zealand) designated focal points and relevant agencies;
6. Perform other duties as may be assigned by the ASU Programme Coordinator.

Qualifications Requirements

Education

The Project Officer should hold a Bachelor's degree in a relevant discipline such as programme/project management, international development, public policy, and/or any other related social science disciplines.

Experience

- A minimum of two years of progressively responsible experience in design, implementation and management of multi-stakeholder development projects, including but not limited to designing projects, overseeing the planning and organization of regional capacity-building/training workshops, conferences; preparing budgets and expenditure reports; and undertaking monitoring and evaluation of projects/activities.
- Ability to collect and evaluate project data and propose courses of action with calculated risks for team's pragmatic decisions, and when suitable, apply innovation and creativity to problem-solving.
- Demonstration of the multi-tasking and effective time management skills to be able to respond to day-to-day requirements and AECSP fast-paced operations;
- 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.
- Knowledge on WTO, international trade, regional integration, FTAs and market access, would be an advantage.

Competencies:

- Excellent command in written and spoken English;
- Strong ability to communicate well and work effectively in teams while coordinate closely with relevant ASEAN Secretariat desk officers, AANZFTA Parties, project implementers and contracted parties;
- Knowledge in media sufficient to assist team in assuring that online communications and audience engagement tools and channels are fully used.
- Strong interpersonal skills and ability to deal with colleagues and clients with maturity, sensitivity and diplomacy;
- Ability to organize work, deliver under pressure and meet deadlines;

- Strong computer skills and proficiency in the use of Microsoft Office tools; knowledge and experience in information database management would be an asset; and
- Willingness to travel and on short notice;

Remuneration

An attractive lump-sum remuneration package at the level of 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 and copy ecwp@asean.org by **15 January 2020**. Please use the following heading for the subject of your email: **Project Officer, 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.
- 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/>