

THE ASEAN FOUNDATION INVITES ASEAN NATIONALS TO APPLY FOR THE FOLLOWING POSITION:

EXECUTIVE DIRECTOR

The ASEAN Foundation based in Jakarta, Indonesia, is seeking an Executive Director to lead the Foundation's efforts to promote greater awareness of ASEAN within the region, and to foster a closer ASEAN community.

Since its establishment under the ASEAN Charter in 1997, the ASEAN Foundation has served to strengthen partnership and coordination among various ASEAN stakeholders. It provides scholarship and networking opportunities, supports exchanges between the youth of ASEAN Member States, and improves the welfare of the ASEAN peoples. The ASEAN Foundation also supports activities that promote the ASEAN identity within the region, through encouraging cross-country interactions among artists, academia, civil society, NGOs and businesses.

The Executive Director will build on the ASEAN Foundation's successes to contribute towards the realisation of ASEAN 2025: Forging Ahead Together.

The successful candidate should demonstrate a proven track record in the public sector, private sector or non-profit organizations. The candidate should be committed to the ASEAN Community-building process, and have a good understanding of how to build good relationships with governments, the business sector, civil society and academia. An inspiring leader who can oversee complex programmes, relationships and competing priorities, the Executive Director should be a compelling advocate for the ASEAN Foundation's role in building a stronger and more cohesive ASEAN Community.

Function

The Executive Director provides vision, leadership and guidance to the organisation and is responsible for the day-to-day operations of the organisation.

- The Executive Director is responsible for leading the development and implementation of the organization's short and long-term work plan.
- The Executive Director manages all administrative and operational matters of the ASEAN Foundation (including policies, budget and staffing).
- The Executive Director will play a significant role in securing the financial resources required to sustain and grow the ASEAN Foundation's initiatives and programmes, as well as build positive working relations with external stakeholders. The Executive Director reports to the Board of Trustees of the ASEAN Foundation.

Qualifications

The Executive Director shall:

- Be a national of an ASEAN Member State.
- Possess a university degree or professional qualifications from a reputable institution, preferably in a relevant discipline such as Business Administration, Public

Administration, Public Policy, International Development, International Relations or Human Resources. Candidates with an advanced degree are preferred.

- Have at least 10 years of professional work experience, with 5 years at a management level, i.e. leadership of a medium-sized organisation, or a senior leadership role in a large organisation, involving the management of significant organisational change.
- Experience in developing budgets, analysing revenue and fiscal management and planning.
- Proven skills in fundraising and grant-proposal writing, including the ability to expand the network of donors and partner organisations, and in-depth experience negotiating with multi-sector stakeholders.
- Have an excellent understanding of ASEAN issues.
- Experience in developing and leading a communication and media strategy.
- Have the necessary skills to cultivate good working relationships with governments of ASEAN Member States and its partners, relevant international and regional bodies as well as with various sectors, such as foundations and civil society organisations, especially within the Southeast Asian region.
- Be fluent in oral and written English.
- Be in good health.

Remuneration and Benefits

The successful candidate will receive an attractive package consisting of monthly basic salary of USD 6,000.00, with other benefits, such as coverage of housing, medical, and education expenses of eligible dependent children.

The position is based in Jakarta and the appointment will be for a period of three years starting on 17 January 2023 which may be renewed for another three years based on the approval of the Board of Trustees through an open-based recruitment process.

How to apply

Send your application to recruitment@aseanfoundation.org, highlighting your suitability and potential contribution to the position together with a written statement of your vision for the ASEAN Foundation, in not more than 300 words. Please include a detailed CV, a recent passport-sized photograph and certified true copies of educational certificates obtained. Kindly complete the Employment Application Form, which can be downloaded from the ASEAN website at the link - https://asean.org/?s=employment+form&sf_s=%22employment+form%22

Applications sent without all the documents mentioned above will NOT be considered.

Please indicate on the subject heading: Application for Executive Director

Application documents should reach the ASEAN Foundation by **11 April 2022**. The Selection Committee's decision is final and only shortlisted candidates will be notified

Job Description

Title	Executive Director
Classification	Openly Recruited Staff
Report to	Board of Trustees
Direct Report	Head of Operations, Head of Communications, Head of Programme
Term of Employment	The Executive Director shall be a national of an ASEAN Member State and shall be appointed by the Board of Trustees of the ASEAN Foundation for a term of three years, which <i>may</i> be renewed for another three years based on the approval of the Board. The Executive Director shall be openly recruited based on merit. The Executive Director must work full-time in Jakarta to closely supervise the operations of the Foundation.

Summary of Roles

The Executive Director (ED) provides vision, leadership and guidance to the organisation and is responsible for the day-to-day operations of the organisation.

The ED is responsible for leading the development and implementation of the organization's short and long-term work plan, and managing all administrative and operational matters of the ASEAN Foundation (including policies, budget and staffing). The ED will play a significant role in securing the financial resources required to sustain and grow the ASEAN Foundation's initiatives and programmes, as well as build positive working relations with external stakeholders. The ED reports to the Board of Trustees of the ASEAN Foundation.

The ED has to be committed to the ASEAN Community-building process and will be a compelling advocate for the ASEAN Foundation's role in building a stronger and more cohesive ASEAN Community. The ASEAN Foundation contributes towards the realisation of ASEAN 2025: Forging Ahead Together by strengthening partnerships and coordination among various ASEAN stakeholders. It provides scholarships, networking opportunities, and exchanges between the youths in ASEAN and supports activities promoting the ASEAN identity by encouraging cross-country interactions among artists, academia, civil society, NGOs and businesses.

Functional Relationship

Develop and maintain effective, collaborative relationships with the following:

Internal (within Post)

Board of Trustees

All Official Staff of AF

External (outside Post)

Implementing partners

Government Institutions

Private Sector

NGOs

Media

Others

Roles and Responsibilities

Board Engagement

- Responsible to the Board of Trustees by discharging all functions and responsibilities entrusted to him/her by the Board of Trustees
- Attend, or is represented in an appropriate capacity, at all Board of Trustees meetings as an ex-officio Member of the Board
- Ensure that members of the Board of Trustees are informed about relevant activities of the Foundation
- Act as channel for formal communications between the Foundation and the Board of Trustees, other ASEAN bodies and the Foundation, and other international organisations and governments, particularly for the purpose of fund-raising
- Ascertain facts or seeks clarification for the purpose of reporting to the Board of Trustees for its consideration
- Responsible for the preparation of reports for all meetings of the Board of Trustees
- Act as custodian of all ASEAN Foundation documents

Planning and Implementation

- Lead the development of the organisation's strategy for consideration of the Board of Trustees
- Lead and oversee the implementation of the ASEAN Foundation's long and short-term plans in accordance with the organisation's strategy
- Lead the development of the annual work plan and budget

Operations

- Inspire, motivate and lead a team by establishing key performance goals and evaluating performance against those identified goals
- Coordinate the development and management of overall organisational functions, in each of the three operational areas of programme, marketing & communications as well as finance and administration
- Manage the day-to-day operations of the ASEAN Foundation to ensure that operations run smoothly without interruptions and programmes are being efficiently run with staff fulfilling their responsibilities as prescribed in their job descriptions
- Ensure that all staff receive an orientation to the organisation and that appropriate training is provided
- Determine staffing requirements for organisational management and programme delivery including the recruitment of personnel, the development of job descriptions, performance appraisals, local salary adjustments and compliance with Indonesian laws and regulations
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Direct, manage and supervise staff reporting directly to the ED
- Ensure effective line management of all other members of staff
- Ensure proactive management of risk, including all financial risks

Fundraising and Communications

- Develop and implement a successful fundraising plan to continue to improve ASEAN Foundation's funding base
- Define outreach strategies and lead efforts to secure funding for new programmes and enhancement /expansion of existing programmes
- Identify opportunities for fundraising, collaboration, and attracting new stakeholders
- Lead research on funding sources, including writing funding proposals to improve the organisation's finances
- Deepen and refine all aspects of communications from web presence to external relations with the goal of creating a stronger brand

Programme Planning and Management

- Oversee the planning, implementation and evaluation of the organisation's programme
- Ensure that the programmes offered by ASEAN Foundation are aligned with the organisation's mission
- Monitor the day-to-day delivery of the organisation's programmes to maintain or improve quality

Financial Management

- Manage and oversee ASEAN Foundation's fiscal well-being; develop and monitor the annual budget; review cash/business forecasts, making timely corrections and adjustments, as required
- Ensure that appropriate policies, internal controls, accounting standards and procedures are maintained and guided by ASEAN Foundation's financial policies and procedures
- Ensure that sound bookkeeping and accounting procedures are followed
- Ensure that an annual operating budget is available for the Board of Trustee's approval
- Administer the funds of the organisation according to the approved budget and monitor the monthly cash flow of the organisation
- Provide the Board of Trustees with comprehensive, regular reports on the revenues and expenditures of the organisation
- Ensure that all program administration and financial management is in line with ASEAN Foundation procedures and regulations, as well as regulations and requirements stipulated by the respective donor agencies
- Ensure adequate systems are in place and followed, regarding program procurements, management and maintenance of project assets, regular inventories etc

External Relations

- Actively and publicly advocate ASEAN Foundation's mission, goals and strategies to a range of target audiences and institutions
- Ensure good relations between ASEAN Foundation and external institutions
- Lead efforts to enhance ASEAN Foundation's profile and reputation, ensuring that the organisation continues to grow
- Maintain continuous contact to develop relationships and partnerships as well as disseminate relevant reports, updates and information to donor representatives

Qualifications

Education

- Possess a university degree or professional qualifications from a reputable institution, preferably in a relevant discipline such as Business Administration, Public Administration, Public Policy, International Development, International Relations or Human Resources. Candidates with an advanced degree are preferred.

Experience

- Have at least 10 years of professional work experience, with 5 years at a management level, i.e. leadership of a medium-sized organisation, or a senior leadership role in a large organisation, involving the management of significant organisational change.
- Experience in developing budgets, analysing revenue and fiscal management and planning.
- Proven skills in fundraising and grant-proposal writing, including the ability to expand the network of donors and partner organisations, and in-depth experience negotiating with multi-sector stakeholders.
Experience in developing and leading a communication and media strategy
- Have an excellent understanding of ASEAN issues
- Have the necessary skills to cultivate good working relationships with governments of ASEAN Member States and its partners, relevant international and regional bodies as well as with various sectors, such as foundations and civil society organisations, especially within the Southeast Asian region.

Technical Skill

- Fluent in oral and written English
- Advanced user level computer skills and strong knowledge of various software including Excel, Power Point and Word
- Excellent financial, analytical and process skills
- Proven project management skills; capable of establishing priorities and delivering high-quality work on a timely and cost effective basis
- Outstanding interpersonal and relationships management skills; demonstrated success at cultivating good working relationships with staff and key stakeholders
- Possess excellent communication skills, including the capability to actively listen and synthesise critical issues; ability to communicate and influence a variety of people and audience

Personal Qualities

- Must be passionate and committed to the mission and vision of ASEAN Foundation
- Commitment to team building and to collaborative working to achieve results
- Strong interpersonal and leadership skills
- Comfortable working with a variety of cultures and diverse groups
- “Self-starter” with the necessary drive and stamina to respond to the demands of ASEAN Foundation by “rolling up his/her sleeves”.

Privileges of the Executive Director

An Executive Director who does not possess the nationality of the Host Country (Republic of Indonesia) and who is a non-permanent resident of the Host Country, for the period of their assignment with the Foundation shall be exempted from:

- customs duties on imports of their household and personal effects, including technical equipment;
- taxation on salary, emoluments and monies paid by the Foundation or by provident funds in connection with their services with the Foundation, and taxation on income derived by them from sources outside of the Host Country;
- taxes and duties on the purchases in the Host country of one locally assembled motor, provided that the period of assignment of the Executive Director is at least twelve consecutive months.

International staff members (Executive Director who does not possess the nationality of the Host Country and who is non-permanent resident of the Host Country) may maintain foreign securities, currencies and other assets within the Host Country; on termination of employment, they may take such assets out of Indonesia without any restrictions or limitations as to the amount or currency.

The Executive Director shall be accorded full diplomatic status.