JOB DESCRIPTION AND QUALIFICATION

Job Title: Programme Assistant for ACE LEDMP
Division: Operations Division.
Position Base: Jakarta, Indonesia.
Reporting to: Preparedness and Response Officer.
Supervising: n/a
Contract Period: 1 (one) year including 3 (three) months’ probation period, with the possibility of an extension.
Closing submission: Sunday, 16th July 2023 - 11:45 pm Jakarta local time.

Broad Statement of Function
1. Provide administrative and logistical support for the overall implementation of activities under the "AHA Centre Executive-Leadership in Emergency and Disaster Management of ASEAN Programme" (ACE LEDMP) 2023-2025 project;
2. Provide project management support to the Training Officer and the team;
3. Perform other relevant duties as assigned by the Preparedness and Response Officers and/or other assigned officers.

Primary Responsibilities
- Provide administrative and logistical support for the overall implementation of activities under the "AHA Centre Executive-Leadership in Emergency and Disaster Management of ASEAN Programme" (ACE LEDMP) 2023-2025 project:
  1. Assist with the overall coordination and management of the training, which includes organising meetings, scheduling appointments, handling correspondence, and maintaining documentation;
  2. Coordinate the administrative and logistical needs of the ACE LEDMP training delivery, such as venue and equipment setup, and ensure all necessary materials and resources are available for trainers and participants.
3. Assist the project team members in drafting letters, memos, reports, as well as note-to-file's;

4. Maintain current and accurate records of all activities related to the ACE LEDMP Programme;

5. Prepare and coordinate all logistical arrangements, such as travel and other necessary documents;

6. Arrange all logistical aspects of organising events and meetings, including hotel accommodation, participants' travel documents, flights, and invitation letters; and preparing meeting documents;

7. Assist in preparing travel authorisation requests, domestic and international travels, and other administrative requirements of team members as necessary;

8. Facilitate coordination among various stakeholders, including trainers, participants, and project team members.

9. Work with the Training Officer to maintain training-related materials, such as presentations, handouts, and manuals. Ensure these materials are well-organised, up-to-date, and readily accessible for trainers and participants.

10. Work with the Finance Officer in processing financial documents, including expenditure reports, invoices and financial settlements;

11. Assist in the procurement of goods and services that may be required by the team members in accordance with the AHA Centre Financial Rules and Regulations;

12. Maintain accessible and well-organised filing system, storage and security of project documents;

13. In coordination with the AHA Centre's Admin Officer and Assistant, record all project facilities and equipment, monitor and ensure availability of stock of office supplies and stationery for ACE LEDMP Programme activities;

14. Ensure reporting compliance by following the established AHA Centre's rules and procedures and those under Japan-ASEAN Integration Fund;

15. Develop and manage the database of the ACE LEDMP alumni.

- **Carry out any other relevant assignments as tasked by the Assistant Director – Preparedness & Response or other designated officers:**

  1. Contribute to the AHA Centre's collective efforts by accomplishing related duties as needed.
General Qualifications

Education
Minimum Bachelor's Degree in the following disciplines: Secretarial and Administration, Business Administration, Organizational Development, Teaching, Management, Public Relations, English, Communications, Sciences or related disciplines.

Requirements
- At least three (3) years' work experience in a government, international organisation and/or private sector institution;
- Well-organised, flexible and enjoy administrative challenges in working with a variety of people and supporting a programme in a cross-cultural environment and international settings;
- Experience in handling administrative and programme support;
- Good command of English, written and spoken;
- Computer literacy and proficiency in using word processing, spreadsheet, slide presentation, email, internet browsers, and video conferencing applications;
- Exposure or work experience in a disaster management-related organisation or knowledge of disaster management mechanisms in ASEAN;
- Knowledge or exposure in fields related to education, training, coaching, and teaching would be an advantage;
- Willing to travel outside duty station as required.

Competency Profile
Core Competency
- Teamwork: Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict;
- Communications and interpersonal skills: Ability to express thoughts clearly, accurately and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy;
- Effective problem-solving and decision-making skills: Ability to use sound judgment and initiative, develop options and achieve outcomes;
- Analytical skills: Ability to gather and analyse information and solve problems by using a logical and systematic approach;
- Organisational awareness: Ability to align thinking and actions to organisational values;
• **Flexibility and adaptability:** Ability to respond positively to change and new organisational practices, structures, procedures and technology;

• **Personal credibility:** Has high regard for self-discipline, good attendance record, respect punctuality and set example to others, shows consistency in words and actions, has high integrity and is conscientious;

• **Meticulous:** Ability to show great attention to detail when doing routine work as well as when working under pressure;

• **Ability to work in a multi-cultural setting:** Ability to interact effectively with people from different cultures;

• **Ability to work under pressure:** Ability to remain efficient and productive under pressure.

**Technical Competency**

• Knowledge in programme management, administration, and logistics;

• Knowledge in programme monitoring and evaluation.

**Application Process**

The AHA Centre urgently invites the best, most-talented and highly-motivated individuals to apply for this position.

You may apply by sending your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed the AHA Centre Application Form, which can be downloaded at https://ahacentre.org/job/

Please ensure that the total size of your email, including attachments, is no more than 5 MB. Please indicate the name of the position that you are applying for in the subject of your email. Incomplete applications will not be considered. The Selection Panel's decision is final and only shortlisted candidates will be notified.

For more information on AHA Centre, please visit www.ahacentre.org.