



ONE ASEAN
ONE RESPONSE

TERMS OF REFERENCE

Job Title : **Project Assistant – ASEAN Standards and Certification for Experts in Disaster Management (ASCEND)**
Reporting to : **ASCEND Project Coordinator**
Duration : **March 2023 – December 2023**

BACKGROUND

The ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) project seeks to create a regionally recognised certification scheme for professions in disaster management to ensure and promote higher standards and quality in managing disasters in the region. ASCEND can also help identify competent disaster management professionals in the region with a strong capacity to manage disasters to reduce the loss of life, respond effectively, recover more quickly, and decrease disaster risks throughout the ASEAN region wherever possible.

The AHA Centre is implementing the ASCEND project for three years in collaboration with the Korean National Fire Agency (KNFA) of the Republic of Korea. The project will be critical for the development of ASCEND since the AHA Centre will focus on the pilot application of the ASCEND Framework in identified ASEAN countries, which will be selected voluntarily. The objectives of the ASCEND are as follows:

1. To enhance the capacity of the ASEAN countries in the implementation of ASCEND.
2. To establish regionally recognised competency standards and assessment process covering five professions in disaster management.
3. To improve the capacity of the AHA Centre to serve as the ASCEND secretariat.
4. To promote understanding of the ASCEND Framework among the ASEAN Member States (AMS) and other sectors in ASEAN in preparation towards the inclusion of ASCEND into the ASEAN Mutually Recognised Agreement (MRA).

BROAD STATEMENT OF FUNCTIONS

1. Provide administrative and logistical support for the overall implementation of activities under the ASCEND Project;
2. Perform other relevant duties as assigned by the Project Coordinator and/or other assigned officers.

PRIMARY RESPONSIBILITIES

1. **Provide administrative, financial, and logistical support for the overall implementation of activities under the ASCEND Project as follows:**
 - Assist the Project Team members in drafting letters, memos, reports as well as other administrative documents;
 - Maintain current and accurate records of all activities related to the ASCEND Project;
 - Prepare and manage schedules of meetings;

- Arrange all logistical aspects of organizing events and meetings, including hotel accommodation, participants' travel documents, flights, drafting invitation letters and preparing meeting documents;
- Assist in preparing travel authorisation requests, domestic and international travels, and other administrative requirements of team members as necessary;
- Work with the Finance unit in processing financial documents including expenditure reports, invoices, and financial settlements;
- Assist in the procurement of goods and services that are required in accordance with the AHA Centre Financial Rules and Regulations;
- Maintain accessible and well-organised filing system, storage and security of project documents;
- 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 ASCEND Project activities;
- Ensure reporting compliance by following the established AHA Centre's rules and procedures and those under ASEAN-Korea Cooperation Fund (AKCF).

2. Perform other relevant duties as assigned by the Project Coordinator and/or other assigned officers.

- Adhere to all necessary aspects of corporate affairs within the organisation, such as administration, human resources, legal, as well as programme development and management, communications, M&E, and contribute to emergency operations as required.
- Contribute to the AHA Centre's collective efforts by accomplishing related duties as needed.

JOB QUALIFICATIONS

1. Education

- Minimum of a bachelor's degree in any of the following disciplines: Business Administration, Management, Public Relations, English, Communications, Social Science, or other related disciplines.

2. Work Experience

- At least three (3) years of work experience in a government, international organisation, non-governmental organisation and/or private sector institution;
- Experience working with Enterprise Resource Planning (ERP) software would be desirable;
- Exposure in working in a multicultural organisation or ASEAN bodies is an advantage.

3. Others

- Well-organised, flexible, and enjoy administrative challenges in working with a variety of people and supporting a project in cross-cultural environment and international settings;
- Good command of written and spoken English;
- Computer literate and proficient in using Microsoft Office tools, Microsoft 365, and other relevant software;

OTHER COMPETENCY PROFILE

- **Planning and organising:** Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both verbally and in writing;
- **Communications and interpersonal skills:** Ability to express thoughts clearly, accurately, and succinctly in verbal and in writing to different audiences. Ability to build good relationships with others at the AHA Centre and with external counterparts, including representatives of ASEAN Member States;
- **Teamwork:** Ability to build trust and respect among fellow team members and contribute to the resolution of workplace challenges;
- **Attention to Details:** Ability to constantly attend to details and achieve highest standard in accomplishing tasks;
- **Ability to work in a multi-cultural setting and under pressure:** Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure;
- **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; and
- **Personal credibility:** Has high regards for self-discipline, good attendance record, respect punctuality and set example to others, show consistency in words and actions, has high integrity and is conscientious.

The AHA Centre urgently invites the best, most talented and highly motivated individuals from ASEAN Member States 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 www.ahacentre.org/opportunities.

Please ensure that the total size of your email, including attachment, is no more than 5MB.

Please indicate the name of the position that you are applying on the email's subject. Incomplete applications will not be considered.

Application papers should reach us on or before 27 January 2023 at midnight Jakarta time.

The Selection Panel's decision is final and only shortlisted candidates will be notified. For more information regarding the AHA Centre, please visit www.ahacentre.org.
