

# DAAD

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service



EUROPEAN UNION SUPPORT TO HIGHER  
EDUCATION IN THE ASEAN REGION (SHARE)  
DAAD Regional Office Jakarta  
Jl. Jend. Sudirman, Kav. 61-62  
Summitmas 2, 14<sup>th</sup> floor  
South Jakarta 12190  
[www.daad.id](http://www.daad.id)

## **Vacancy for a Project Officer - EU SHARE at DAAD Regional Office Jakarta**

The EU Support to Higher Education in the ASEAN Region (SHARE) Project at the DAAD Regional Office in Jakarta is seeking **at the soonest** a qualified candidate for a position of **Project Officer**. The main task will be to support the administrative and financial management of the project and to host events and activities (workshops, trainings, high-level conferences, etc.) in SHARE's result area 2a and 2b (Qualifications Frameworks and Quality Assurance). Activities will be implemented throughout the ASEAN region.

### **Background**

The project aims at strengthening regional cooperation and enhancing the quality, regional competitiveness and internationalisation of ASEAN higher education institutions, contributing to an ASEAN Community in 2015 and beyond. It also supports the harmonisation of higher education in all ten ASEAN member states (<http://www.share-asean.eu/>).

### **About the Position**

The Project Officer assists the DAAD's Senior Project Manager in providing support on logistics, administrative procedures and in administering finances in accordance with EU regulations. S/he will work in a team based in Jakarta, in close cooperation with DAAD staff located at DAAD's global headquarter in Bonn, Germany. In connection with events and activities traveling throughout the ASEAN region will be necessary.

The **key responsibilities** of the position include but are not limited to:

- Administrative and financial management of SHARE project activities
  - Draft event and annual budgets, prepare vendor payments, compile financial reports and ensure submission to the project lead.
  - Perform logistical tasks during events, including sending invitation for participants and experts, making flight arrangements, identify and assign local providers, identify hotels and event venues, organise side events, facilitate registration of participants, initiate the payment of honoraria and per diems, etc.
  - Liaise with the team at DAAD's global headquarters in Bonn, Germany, to ensure a constant exchange and a smooth implementation of the project.
  - Liaise with the Senior Communications Officer of SHARE to prepare visibility and event material, such as but not limited to event kits, name badges, banners, backdrops, etc.
  - Liaise with the project's M&E staff to prepare evaluation forms for events and complete analysis tools and spreadsheets.
  - Regular updates of M&E data.
- Support the technical management of SHARE in implementing result area 2a and 2b
- Communicate with ASEAN partner organisations, experts and event participants from both Europe and the ASEAN region.
- Other tasks related to the project, as identified by the supervisor, Senior Project Manager.

### **Qualifications and previous Work Experience**

- Graduate in a relevant field of study, preferably international relations, political sciences, economics, communication, etc. Post-graduate degree not necessary.
- Work experience in a related role at a reputable multilateral or bilateral donor institution; project administration and finance background preferred.

### Key Competencies

- Excellent organisational skills.
- Operational knowledge and skills in financial administration.
- Ability to fulfil tasks accurately and in timely manner even under high pressure conditions.
- High level of communication and interpersonal skills to maintain the relationships with key stakeholders.
- Highly developed communication skills in both written and spoken English.
- Good knowledge in the area of ASEAN higher education policy will be an asset.
- Knowledge of at least one Southeast Asian language and/or German is an asset.

### Remuneration:

The successful candidate will be offered a monthly salary commensurate with personal qualifications and experience. Other applicable benefits include medical benefits, various paid leaves in accordance with the Indonesian Labour Law and an annual wage supplement equivalent to a month's salary. Please note that this position is a local engagement and does not come with a mobility package. This is a fixed-term position with an initial contract duration of three months which can be extended to two years subject to the availability of funding and the candidate's performance.

### How to Apply

Qualified candidates are asked to submit a letter of interest addressing the qualifications for the position, their latest curriculum vitae, certificates proofing qualifications and previous work experience, as well as references of former employers, via email to [gries@daadjkt.org](mailto:gries@daadjkt.org), no later than **20 September 2019, 12.00 PM, UTC+7**.

Please include **SHARE Project Officer\_[Name]** in the email subject field and address the letter to Mr. Thomas Zettler, SHARE Programme Director at DAAD Regional Office Jakarta.

Any questions related to EU SHARE should be addressed to [gries@daadjkt.org](mailto:gries@daadjkt.org) or check the website <http://www.share-asean.eu>.