

6 February 2013 – The Department of Foreign Affairs Office of ASEAN Affairs announced today that the ASEAN Foundation, which is based in Jakarta, Indonesia, is looking for interested applicants for the position of Executive Director.

The Executive Director shall represent the ASEAN Foundation in all administrative and operational matters, including managing its activities, initiating plans and programmes, appointing and supervising the staff members, raising funds, and performing any other functions and responsibilities entrusted to him/her by the Board of Trustees.

Interested applicants should have the following qualifications:

- Be a national of an ASEAN Member State.
- Preferably have an advanced degree or professional qualifications in an appropriate discipline.
- Have 10-15 years of professional experience, at least 5 years of which have been at a senior level.
- Have proven skills in leadership, administration, executive management and planning.
- Have knowledge of the necessary and relevant background on ASEAN and in diplomatic practices.
- Have extensive experience in fund-raising and/or management (programme management, financial management).
- Have the necessary skills to cultivate good working relationship 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.
- Have fluency in English.

Furthermore, the successful candidate should be able to present a General Health Certificate.

The successful candidate for the position will receive an attractive package consisting of monthly basic salary of USD 6,000.00, with other applicable benefits, including housing, medical, education of eligible dependent children.

The post will be based in Jakarta, Indonesia, for a non-renewable term of three years starting in mid-January 2014.

Interested applicants may send their application letter indicating the applied position, curriculum vitae, and recent photograph to the following address or through e-mail at recruitment@aseanfoundation.org :

Post AF-ED

ASEAN Foundation

**2 Jl. Sam Ratulangi, Menteng
Jakarta 10350, Indonesia**

ASEAN Foundation will receive applications only until 15 May 2013. Further information may likewise be viewed at <http://www.aseanfoundation.org/index2.php?main=jobs.htm> . END