ERIA is an international organisation established by the 16 member countries of the East Asia Summit (EAS) in 2007. Based in Jakarta, ERIA is engaged in economic research and policy studies primarily on economic integration and adjustment in ASEAN and East Asia aimed at providing policy insights and practical recommendations to ASEAN bodies as well as governments and businesses in the region.

Coordination Officer

Responsibilities

Under the direct supervision of management staffs of the ERIA, especially the Deputy Director General (ERIA Representative to ASEAN), and the Policy Design Department of the ERIA, the Coordination Officer will perform the following activities, but not be limited to:

1. Devising and maintaining office systems, including data management and filing
2. Screening phone calls, inquiries and requests, and handling them when appropriate
3. Organising and maintaining schedule of relative officials of ERIA and making appointments
4. Arranging meetings and greetings for visitors at all levels of seniority
5. Taking dictation and minutes of meetings
6. Dealing with incoming email, faxes, and post, often corresponding on behalf of the manager
7. Arranging travel, visas, and accommodation as well as, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations
8. Responsible for a part of accounts and budgets
9. Taking on some of the manager's responsibilities and working more closely with management
10. Being involved in decision-making processes
11. Striving to understand ERIA's research fields and ERIA itself to communicate with outsiders, especially officials of the ASEAN Secretariat and relative organisations in the region

Education

- Master's degree or Bachelor's degree (preferably in Economics)
- Strong academic record

Qualifications

- More than 2 years of work experience (i.e. Business, Administration, Management)

Requirements/Competencies

- Female/Male
- Max 40 years old
- Honesty and reliability
- Discretion and an understanding of confidentiality issues
- Excellent communication and writing skills in English
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines
- Ability to undertake simultaneous tasks
- Organised
- Proactive
- Comfort working both independently and collectively in a team with the other ERIA officials
- Ability to cooperate and communicate with officials of the ASEAN Secretariat, Mission of AMS and dialogue partners to ASEAN, related organisations in the region, and policymakers

Working Location

Office will be provided at the ERIA Headquarters in the Heritage Building of the ASEAN Secretariat after its renovation. During the renovation, the office is the ERIA Annex Office.

Address:

(Headquarters) The ASEAN Secretariat, 70A, Jl Sisingamangaraja, Jakarta Selatan 12110, (Annex Office) Sentral Senayan II 5-6th Floors, Jl Asia Afrika No 8, Gelora Bung Karno, Senayan, Jakarta Pusat 10270

How to Apply

Send a full resume, a one-page motivation letter, and a writing sample that best reflects your ability to recruit@eria.org as soon as possible. The motivation letter should describe your professional competence, your knowledge and interests about ERIA, and why you would be a good candidate for the job. Please write **'Application for Coordination Officer'** in the subject field. ERIA only accepts applications submitted through this mail address.

Entry on duty: as soon as possible

Deadline for application: Until the Position is filled.

Please note that ERIA does not charge fees at any stage of our recruitment process. If you have questions in this respect, please feel free to contact us at: recruit@eria.org. For additional information, please refer to ERIA's website: http://www.eria.org.