

Job Vacancy Announcement

Reference No:	068
Project:	Promoting Rules-Based Security Policy in ASEAN (ASEAN POLSEC)
Position:	Junior Advisor on Regional Security
Location:	Jakarta - Indonesia
Expected to join:	November 3 rd , 2025
Reporting to:	Lead Advisor of ASEAN POLSEC Project

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German implementing organization which provides services worldwide in the field of international cooperation for sustainable development. GIZ has been working in Indonesia since 1975 and formally with ASEAN since 2009 on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

About the project

The ASEAN Secretariat and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) are jointly implementing the project “Promoting Rules-Based Security Policy in ASEAN”, commissioned by the Federal Foreign Office of the Federal Republic of Germany. This collaboration reflects Germany’s long-standing commitment since 2008 to supporting ASEAN in strengthening its institutional frameworks in line with the ASEAN Community Blueprints.

The project consists of two core components. The first component, “Capacity Building for the ASEAN Secretariat” (Capacities4ASEC), aims to enhance the Secretariat’s institutional and technical capabilities, particularly in advancing regional integration and supporting ASEAN’s external relations. Through targeted technical and methodological support, this component strengthens the Secretariat’s ability to drive and coordinate ASEAN’s goals and achievements.

The second component, “Assisting ASEAN in Countering Arms Smuggling”, supports regional efforts to enhance cooperation mechanisms and policy coordination among ASEAN Member States in addressing illicit arms trafficking. This component contributes to strengthening the security architecture of the region through more effective, rules-based collaboration mechanisms.

Together, these components aim to improve ASEAN’s internal working structures and cooperation frameworks in the field of security policy, thereby reinforcing peace, stability, and regional integration in the Indo-Pacific.

The project is currently running until 30 April 2026, a potential project extension is currently being discussed.

We seek 1 (one) motivated and qualified Indonesian candidates for:

Junior Advisor on Regional Security
(Job Title in SAP: Junior Advisor)

A. Core Tasks

In your role you support the officer responsible for the commission in implementing the technical, content-related and organisational aspects of the commission. In consultation with your line manager, you collaborate on planning and steering tasks and on monitoring the activities and measures. You also respond promptly and competently to matters that fall within your assigned thematic area, where applicable in consultation with experienced specialists, and following consultation remain available to answer further enquiries.

You may be assigned individual tasks in connection with project administration and project implementation. You participate in the conceptual design of the project, in particular in the modification or realignment of the project. You provide technical and substantive contributions to overarching issues in cooperation with commissioning parties/clients, partners and other actors, and thereby support strategy development.

In coordination with the country director and your line manager, you also use your contacts for the acquisition of job orders on behalf of the company. Working with experienced specialists, you resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

You clearly communicate the relevant requirements, conditions and restrictions in terms of your capacity to act with due regard for compliance rules and P+R. You deal with the matters and job orders assigned to you with due regard for all the legal, contractual, socio-political and corporate policy requirements and the instructions of your line manager and follow up the processing and completion of those tasks.

Working with experienced specialists, you resolve problems that arise in your area of responsibility on the basis of existing rules and draw attention to more complex challenges in your team.

In addition, you deal with all associated matters in your thematic area promptly and competently.

You provide support for knowledge management and ongoing process development in your area of responsibility. You also prepare and share documentation.

You perform the tasks assigned to you by your line manager, where required.

B. Main Activities

- Provide general support in project implementation, particularly in activities aimed at strengthening institutional capacities within the ASEAN Secretariat and related working groups and entities.
- Assist the Lead Advisor and Policy Advisors with a range of tasks, including drafting and reviewing Terms of Reference (ToRs), reviewing consultant contracts, supporting event logistics, and preparing detailed activity plans and schedules.
- Collaborate closely with the Lead Advisor and Policy Advisors to contribute to the monitoring and evaluation of project activities.
- Support the preparation of communication materials, including social media content, knowledge products, and post-event reports. Ensure timely and accurate documentation of project activities and events.
- Assist in preparing technical and logistical support for key project activities, including major events, workshops and trainings.
- Compile information related to regional security, geopolitics, disinformation and misinformation, and other relevant topics. Support content preparation for briefings, reports, and presentations related the topic of regional security under the ASEAN Cluster.
- Perform additional tasks as reasonably requested by the supervisor, in line with the evolving needs of the project and organization.

The brief profile is not intended to provide a full and complete description of the tasks.

C. Required qualifications, competencies and experience.

- Bachelor's degree in International Relations, Political Science, Development Studies, Security Studies, Communications, or a related field.
- 1–2 years of relevant work or internship experience, preferably in a project-based or regional/international organization setting. Working experience with the ASEAN Secretariat is an advantage.
- Strong writing, communication, and organizational skills.
- Familiarity with ASEAN, regional cooperation mechanisms, or capacity building projects is an advantage.
- Good communication skills and intercultural competences, confident dealing with high-ranking (government) representatives of the regional, national and local partners.
- Excellent interpersonal and intercultural skills.
- Very good working knowledge of IT and communication technologies and relevant computer applications (e.g. MS Office)
- Fluency in English is required (C1 Level)

Duty Station: Jakarta

Joining Date: November 3rd, 2025

Direct Supervisor: Lead Advisor of ASEAN POLSEC Project

How to apply:

Please submit your motivation letter and comprehensive resume (including training and list of references) to recruitment-indo@giz.de by **September 29th, 2025**, with subject line **ASEAN POLSEC – Junior Advisor on Regional Security**.

Please name your file as follow format:

[Your Complete Name]_[Motivation/CV/Latest Education Certificate] (i.e: **Nakula Sadewa_CV** or **Nakula Sadewa_Motivation** or **Nakula Sadewa Education Certificate**) – *the attachments are not more than 300 KB.*

Only short-listed candidates will be notified.