

Terms of Reference: Program Officer - ASEAN

Location	Bangkok, Hanoi, Jakarta, Manila, Phnom Penh or Vientiane
Duration	1 year initially, with the possibility of extension
Position Status	National position
Supervisor / Manager	Country Manager - Philippines
Performance Management and Reporting Framework	ASEAN-ACT Remuneration Framework for national positions
Deadline for application:	14 December 2025

About the Role

The Program Officer - ASEAN will support the delivery of regional activities that strengthen collaboration between the program and its partners. This includes working closely with the program's leadership team, country teams, and key ASEAN stakeholders such as the Senior Officials Meeting on Transnational Crime (SOMTC) Philippines Focal Point, the ASEAN Secretariat (ASEC) and relevant ASEAN sectorial bodies (ASBs).

The position coordinates and assists with planning and implementation of regional program activities in collaboration with ASEAN partners, particularly SOMTC, ASEC, and other ASBs. It involves organising and documenting meetings and events, and monitoring progress in line with the program's monitoring, evaluation, and learning (MEL) framework.

The Program Officer - ASEAN will maintain clear and timely communication with ASEAN counterparts, helping to align activities with regional and donor-supported initiatives. Through proactive coordination and stakeholder engagement, the role helps ensure that regional activities are well-organised, effectively implemented, and strategically aligned with ASEAN priorities.

The role is best suited to a proactive, well-organised team player with strong experience in project coordination and an interest in a dynamic regional program.

About the program

The ASEAN–Australia Counter Trafficking program ([ASEAN-ACT](#)) continues Australia's long running collaboration with ASEAN and its Member States to counter human trafficking in the region. The program is a ten-year investment (2018 to 2028) principally working to strengthen the justice sector response to trafficking in persons, while advancing the rights of victims. The program has established partnerships with government agencies, civil society, and business. It engages with all ASEAN Member States in some capacity and has national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia.

ASEAN-ACT supports ASEAN Member States to integrate gender equality, disability and social inclusion (GEDSI) and protect the rights of victims of trafficking. The program has developed GEDSI and victim rights strategies to provide a conceptual framework and practical implementation approach to analyse and respond to GEDSI and victim rights challenges in countering trafficking.

Program outcomes

The overarching goal that ASEAN-ACT will contribute to is that ASEAN Member States have effective justice systems that provide just punishment of traffickers and protect the rights of victims.

Three end-of-program outcomes together contribute to the achievement of this goal by 2028:

1. ASEAN's planning, monitoring and reporting of ASEAN Convention Against Trafficking in Persons (ACTIP) implementation is increasingly effective, advances GEDSI and upholds victim rights.
2. ASEAN Member States are increasingly capable of implementing their ACTIP obligations, particularly those that advance GEDSI and uphold victim rights.
3. ASEAN and member states' policies and practices are inclusive, influenced by relevant stakeholders and aligned with the ACTIP.

Specific Duties

Project Management

- > Support ASEAN-ACT regional focal points to coordinate the planning and delivery of selected regional activities, working closely with SOMTC Philippines, ASEC, and other relevant ASBs.
- > Support the preparation, organisation, and reporting of the Regional Program Steering Committee (RPSC) meeting and other ASEAN annual meetings, and regional coordination mechanisms, ensuring timely documentation of key outcomes and action points.
- > Provide logistical and administrative support for ASEAN-ACT regional workshops, meetings, and events, including coordination of invitations, monitoring registration, materials, documentation, and meeting minutes.
- > Monitor progress of SOMTC-supported activities and events, gathering and reporting data in line with ASEAN-ACT's MEL framework.
- > Track and share developments, statements, and outcomes from ASEAN meetings and announcements to inform ASEAN-ACT program planning and decision-making.
- > Coordinate with other implementing partners, including UN agencies and donor-funded programs, to ensure alignment and complementarity of regional efforts.

Stakeholder Engagement

- > Support coordination and communication between the program and ASEAN partners to ensure smooth delivery of regional activities and maintain open, trust based relationships.
- > Facilitate communication and coordination, between the program and ASEAN Secretariat, SOMTC, ASBs, and relevant partners to ensure smooth implementation of ASEAN-ACT's regional initiatives.
- > Manage communication and follow-up for meetings and events, including confirming participation of ASEAN Member State representatives and sharing timely updates to internal teams and the donor.
- > Help maintain positive relationships with ASEAN stakeholders by providing clear communication, timely feedback, and consistent follow-up on ASEAN-ACT engagements and activities.
- > Monitor changes in key ASEAN roles, priorities, and relationships, and support the program to strengthen and sustain strategic partnerships across the region.

People and Culture

- > Champion victim rights and GEDSI across all project activities and promote culturally sensitive and respectful communications.
- > Fostering a culture that promotes learning, sharing of ideas, professional development and analytical thinking.
- > Demonstrating and championing compliance with DT Global's policies and procedures.
- > Performing any other duties as required by the supervisor.

Selection Criteria

Qualifications

- Bachelor's degree in a relevant field (e.g. liberal arts, human rights laws, laws, political science, business administration, project management) with at least 3 years of experience in international development, human rights or similar.

Essential Experience, Knowledge and Skills

- The ability to work with senior government officials, demonstrating high-level written and verbal communication and interpersonal skills to build a strong working relationship with key counterparts at both national and regional levels, government and non-government stakeholders.
- Demonstrated ability to work effectively with others, including experience in cross-cultural environments and international settings.
- Demonstrated excellent organisation, administration and coordination skills, including the ability to plan and meet deadlines.

Desirable

- Experience with the justice sector or counter-trafficking programs in the ASEAN region.
- Experience working with ASEAN Secretariat and ASEAN sectoral bodies/working groups, understanding ASEAN protocols and communications.
- Established networks with relevant partners in the justice sector, civil society, private sector or government.

How to Apply

Interested applicants must submit:

- A cover letter.
- A curriculum vitae detailing experience relevant to the role.
- The names and contact details of three professional referees, noting that we will inform the candidate in advance before contacting any referee.
- Current salary or salary expectations.

For further information and instructions on how to apply, please visit: <https://bit.ly/AACTAPO>.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality, and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, kindly note only shortlisted applicants will be contacted.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

About DT Global

At DT Global Asia Pacific, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure and social equity — with innovative thinking and a commitment to long-term impact.

For more information, please see www.dt-global.com