



ASEAN-Australia Strategic Youth Partnership

Logistics Officer

We are seeking passionate individuals to join our Operations team as Logistics Officers of the ASEAN Australia Young Leaders Forum.

About the role:

The inaugural ASEAN Australia Young Leaders Forum 2019 (AAYLF) brought together 41 young Australians and Southeast Asians in Jakarta to build the ASEAN-Australia partnership.

Over four days, delegates developed a deeper knowledge of the ASEAN-Australia relationship, fostered stronger intercultural leadership skills, built a regional network of like-minded young people and designed projects to improve ASEAN-Australia relations.

AAYLF 2020 will be even bigger!

Logistics Officers will work within the Logistics team to ensure the successful delivery of Forum logistics. Officers can expect to be involved with managing various aspects of the Forum's logistics, including transport, food and beverage and accommodation. To be successful, Officers should have strong organisational skills and an ability to juggle various tasks.

All roles at AASYP are currently on a volunteer basis.

Qualities of our desired candidate

- Outstanding verbal and written communication skills.
- Ability to think and plan strategically.
- Excellent leadership, people management and interpersonal skills.
- Well-established network and ability to liaise with a range of high-level stakeholders.
- Ability to devise timelines, prioritise different tasks and meet deadlines.
- Ability to communicate feedback constructively.
- Passion for advancing the ASEAN-Australia broader relationship.
- Eagerness to foster diversity in the workplace and is willing to learn and develop at a personal and professional level.
- Proficient in written and spoken English.

Key responsibilities of the Logistics Officer

- Work with the Logistics Lead and other Officers to deliver various logistical elements of the Forum, including transport, food and beverages and Forum venue and accommodation.
- Assist the Logistics Lead in completing risk assessment documentation.



Report to:

- Logistics Lead

Commitment:

- March 2020 until January 2021.
- Expected workload of 5 hours per week, with workload to increase closer to the Forum.
- Attendance at the Forum is optional. Please note that costs to attend the Forum will not be provided for Logistics Officers.

For all enquiries contact Cameron Allan at cameron.allan@aasyp.org

Application instructions

To apply for this role, please submit the following to apply@aasyp.org.

- CV (no more than 2 pages).
- One-page cover letter explaining why would want to volunteer for AASYP, why you are interested in the role, what you can bring to AASYP, and how your skills, knowledge, experience and qualifications are applicable to the role.

*If this position interests you, then apply before 12.00 WIB **29 March 2020**.*