



**THE ASEAN SECRETARIAT  
INVITES ASEAN NATIONALS  
TO APPLY FOR THE POSITION OF**

**SENIOR OFFICER ORGANIZATIONAL DEVELOPMENT  
HUMAN RESOURCES DIVISION**

**Background:**

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27<sup>th</sup> Summit in November 2015, calling the ASEAN Community to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN, with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of: **Senior Officer, Human Resources (Organizational Development)**.

## **Duties and Responsibilities**

The Senior Officer Organizational Development shall work in close cooperation and consultation with, and report directly to the Head of Human Resources Division.

In line with the ASEAN Secretariat's on-going initiatives on Strategic Human Resources Development Plan, the incumbent shall provide critical and reliable support as a lead resource to the staff professional development, as well as to ensure learning-needs are addressed objectively based on identified organization-required competencies, and in compliance with ASEC procedures in the following areas but not limited to:

- Facilitate the Annual Performance Appraisal Process and follow through into the reward program in line with the requirements of ASEC Performance Management System;
- Design/develop Annual Staff Development Plan/Programme such as Orientation, Induction, Training/Seminar/Workshops, Performance Improvement Plan and other related activities;
- Identify competency gaps of the existing staff and develop recommendations for capacity building/training programme using the information collected from their Annual Performance Appraisal.
- Implement/Coordinate the delivery of staff learning/training programmes and development plans;
- Prepare reports on the outcomes/impacts of the learning/training programme conducted;
- Conduct Training Needs Analysis (TNA) on a periodic basis, to ensure staff training are aligned with the changes/expansion of individual job functions, and the needs of the division/department;
- Manage/Facilitate on-boarding of ASEC Attachment Officers and Interns in coordination with relevant departments/divisions hosting these officers;
- Work closely with appointed ASEC consultants in managing HR development related projects;
- Work closely with HR Operations Section in the implementation of various Human Resources Development initiatives, particularly on activities that involve organizational level capacity building for ASEC staff;
- Work closely with HR Operations Section in ASEC Annual Budgeting exercise;
- Act as the Guardian for ASEC Organization Structure, Staff Job Description, all HR Related SOPs and Guidelines, for reference and use by the HR team members and as required for use by other Division/Department.
- Perform other related tasks as assigned by Assistant Director HRD and/or Director of Corporate Affairs

### **Qualifications and experience:**

- Minimum Master Degree in Human Resources/Business Administration/Learning and Development or relevant discipline, with minimum of six (6) years' work experience in Human Resources (Organizational Development);
- Proven track record in people development with, at least two (2) years holding a position at managerial/supervisory capacity in Organizational Development/Learning and Development;
- Experience in conducting organization-wide Training Needs Analysis (TNA), identifying staff training and professional/technical development, and able to conduct training, when required.
- Experience in preparing annual staff development budget using relevant forecasting methods for accurate budget planning;
- Working knowledge of Performance Management System(PMS);
- Working knowledge of PMS, HR software(s) and measurement tools;
- Working knowledge of HR policies, procedures, and current practices and trends, including laws related to HR Management;
- Demonstrate commitment to collaborative work practices as well as ability to develop and maintain sound working relationships with stakeholders.
- Demonstrate ability to motivate staff and work effectively with people at all levels of the organisation.
- Demonstrate skills in problem solving, planning and the development of policies and procedures.
- Demonstrate ability to produce work with accuracy even under stressful condition
- Possess a high degree of independence, objectivity and integrity in all aspects of personal and work activities
- Demonstrate excellent interpersonal skills, sound oral and written communication skills;
- Experience in cross-cultural environment and international settings is an advantage.
- Experience in HR consulting and coaching is an advantage.

### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of USD 3,385 and attractive remuneration package including housing, outpatient medical reimbursement, hospitalization & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the six-month probationary period.

**How to apply:**

Send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcripts for Bachelor and Master degree, including PhD (if any); and complete ASEC Employment Application Form** attached with recent photograph.

Applications sent without the three documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer Organizational Development.**

Application documents should reach the ASEAN Secretariat by **15 May 2018**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

**Note:**

1. ASEC Employment Form can be downloaded at:  
[www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)
2. Applicants that have previously applied and have not been considered **shall not re-apply**.

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