



**THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS TO APPLY
FOR THE FOLLOWING VACANCY**

**ASSISTANT DIRECTOR
STANDARDS AND CONFORMANCE 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. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and 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. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Assistant Director – Standards and Conformance Division**. This position reports to Director – Market Integration Directorate.

Overview on the Functions of Division

The Division manages and coordinates activities associated with liberalisation and facilitation of trade in goods through the harmonisation of standards and conformance regimes in the ASEAN region. It is supported by Senior Officers and Technical Officers who will coordinate and monitor the activities and provide support to the relevant sectoral bodies involved in implementing the commitments and the final reporting to the Senior Economic Officers Meeting (SEOM) and the ASEAN Economic Ministers (AEM).

Duties and Responsibilities:

The Assistant Director – Standards and Conformance Division is accountable for the following but not limited to:

1. Manage the operational and administrative activities of the Division

- Manage, plan and approve tasks and activities of staff.
- Provide guidance/direction for staff on operational matters.
- Foster teamwork and collaboration within the Division.
- Conduct annual performance appraisals for staff; identify specialised training and professional development activities for individual staff.
- Manage effectively all financial, physical and human resources of the Division.
- Participate in and contribute to Divisional or Directorate management meetings.

2. Provide policy and technical advice/guidance and recommendations

- Manage issues and activities associated with standards and conformance:
- Manage cooperation and facilitate negotiations among Member States with regards to harmonisation of standards through research, analysis and briefing for relevant bodies on issues including standards, mutual recognition agreements and conformity assessment initiatives.
- Monitor progress against AEC Blueprint, sectoral work plans and annual deliverables and provide inputs and liaise regularly with Divisions managing cooperation in sectors that have standards and conformance elements (e.g. Agriculture, Health, Trade In Goods, Infrastructure, Environment, Science and Technology, Consumer Protection) in order to ensure policy coherence.

3. Managing the development, implementation and evaluation of programs and/or projects in the area of standards and conformance in support of the ASEAN Economic Community, particularly in the liberalisation and facilitation of trade in goods among the AMS

- Initiate programmes and/or projects and manage project approvals and project implementation (including coordinating with international organisations and donors where necessary).
- Assist with implementation by providing technical input into projects.

4. Support and service the relevant sectoral bodies of the ASEAN Economic Community

- Ensure that ASEAN Bodies are provided with appropriate substantive and administrative support as required.
- Serve as the focal point and effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders, drawing on input from other Divisions as necessary.
- Represent the ASEAN Secretariat at ASEAN and international forums as required.
- Prepare and/or review report of meetings, Press Releases, Joint Statements, speeches and mission reports as necessary.
- Facilitate FTA negotiations as part of the multi-Division teams.

Qualifications and experience:

- Master's degree in International Trade or Economics or other appropriate relevant disciplines such as science based.
- Proven experience in in the field of standards and technical conformance.
- A sound understanding of international and regional issues.
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in the field of standards and conformance.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, physical and human resource management skills.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders.
- Commitment to teamwork and collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 4,841** 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 highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Assistant Director Standards and Conformance Division.**

Application documents should reach the ASEAN Secretariat by **9 June 2018**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: www.asean.org/opportunities/asec-employment-form.
- ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.
