



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

**SENIOR OFFICER  
ASEAN CONNECTIVITY 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 27<sup>th</sup> Summit 2015. The ASEAN Community Vision 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 **Senior Officer ASEAN Connectivity Division**. This position reports to Assistant Director ASEAN Connectivity Division, Office of Secretary-General.

**Duties and Responsibilities:**

- Work with operational/sectoral divisions in translating connectivity related initiatives into project proposals, including with ASEAN Dialogue Partners and other external parties
- Provide support to the ASEAN Connectivity Coordinating Committee (ACCC) Informal Consultation on Connectivity with Dialogue Partners and other External Parties.
- Support the DIR and ADR in liaising with Dialogue Partners and other external parties. Including those under ASEAN plus Three mechanism and East Asia Summit.
- Service ACCC and related meetings, participates in relevant sectoral bodies' or sub-regional meetings, and prepares the necessary reports.
- Support the DIR and ADR in managing the overall reporting and analysis in relation to the overall progress toward the achievement of ASEAN Connectivity, including the MPAC 2025 semi-annual progress review.
- Provide inputs to DIR and ADR on enhancing staff development and performance in ensuring consistent and continuous improvement in quality of work.
- Manage the day-of-day activities of staff supervised by this position.
- Perform other duties as assigned by DIR.

### **Qualifications and experience:**

- Postgraduate Degree in Management, Economics or other appropriate specialist discipline.
- Extensive supervisory experience, within management position with a minimum six (6) years high-level experience in a recognised specialised field.
- High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated ability to conduct both formal and on the job training, and foster the career development goals of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to 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.
- Ability to travel

### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of USD **3,385** and an 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 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 Senior Officer ASEAN Connectivity.**

Application documents should reach the ASEAN Secretariat by **21 May 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](http://www.asean.org/opportunities/asec-employment-form)
- ORS 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.

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