



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

**ASSISTANT DIRECTOR  
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 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 ASEAN Connectivity Division**. This position reports to Head, ASEAN Connectivity Division; Office of Secretary-General.

## Duties and Responsibilities:

1. Support the Head in liaising with the ASEAN Connectivity Coordinating Committee in coordinating and facilitating the implementation of the Master Plan on ASEAN Connectivity (MPAC) 2025.
  - Monitor, evaluate and review on a regular basis, or as appropriate, the implementation of the initiatives and implementing measures of MPAC 2025; and
  - Continue to enhance the monitoring and evaluation mechanism.
2. Service the Meetings of ASEAN Connectivity Coordinating Committee and participate in other relevant ASEAN Meetings
  - Prepare information/discussion papers and briefing notes for the Meetings;
  - Act as resource person in the Meeting;
  - Provide guidance and direction to the reporting staff in the preparation of the Meeting;
  - Prepare remarks and speeches for ASEAN and international conference;
  - Provide other secretarial support to ensure the success of the Meeting; and
  - Undertake follow-up actions to the Meeting.
3. Liaise with Dialogue Partners and other external parties, including those under ASEAN Plus Three mechanism and East Asia Summit, in forging cooperation on ASEAN Connectivity.
  - Work with relevant ASEAN Secretariat divisions in developing connectivity related projects to support the implementation of MPAC 2025.
  - Coordinate with relevant ASEAN Secretariat divisions and concerned Dialogue Partners and External Parties to mobilise financial support and facilitate effective implementation of MPAC 2025.
4. Develop communications strategy including detailing the list of key events as well as preparing talking points and presentations.
5. Participate in sectoral and thematic networks related to connectivity to be kept updated on latest developments and issues.
6. Supervise the preparation of inputs on connectivity related matters to requests from ASEAN Secretariat divisions.
7. Support the Head in the following operations of the Division
  - Manage and plan tasks and responsibilities of the reporting staff;
  - Foster teamwork and collaboration within the Division as well as with the ASEAN Secretariat; and
  - Conduct annual performance appraisals and support the professional development of the reporting staff.
8. Perform other tasks and duties assigned by the Secretary-General and the Head of Division.

**Qualifications and experience:**

- Master's degree or equivalent in Economics, Finance, Public Policy or other relevant fields.
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in areas related to connectivity.
- Sound experience in public policy development and negotiation, and experience in briefing government ministers and senior officials.
- Good corporate, strategic and business planning skills.
- Proven leadership and strong administrative capabilities.
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- High-level interpersonal and communication skills, including experience in cross cultural environment and international settings.
- Familiarity with the working of international organizations and diplomatic procedures and protocols therein.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Proven ability for accuracy and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- 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](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: **Assistant Director ASEAN Connectivity.**

Application documents should reach the ASEAN Secretariat by **3 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](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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