



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

**DIRECTOR  
SUSTAINABLE DEVELOPMENT DIRECTORATE**

**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 countries in Southeast Asia. The entry into force of the ASEAN Charter on 15 December 2008 has provided new impetus to ASEAN's integration efforts by establishing a new legal and institutional framework, including the organisational structure of the ASEAN Secretariat that is aligned to the requirements of the Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC), and the ASEAN Socio-Cultural Community (ASCC).

The signing by the ASEAN Leaders of the Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together" and the adoption of the ASEAN Community Vision 2025 during the 27<sup>th</sup> Summit paved the way for the official launch of the ASEAN Community on 31 December 2015. Accordingly, ASEAN Member States committed to work progressively towards building a community that is politically cohesive, economically integrated and socially responsible. This effort is complemented by the Master Plan on ASEAN Connectivity (MPAC) 2025, which was adopted by the ASEAN Leaders at the 28<sup>th</sup> and 29<sup>th</sup> Summits on 6 September 2016 in Vientiane, Lao PDR.

The ASEAN Secretariat serves as the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with the ASEAN Charter and in the best interest of its people. It provides policy support and coordination for ASEAN Member States and relevant sectoral bodies and organs. In alignment with the ASEAN Vision 2025 and the implementation of the three Blueprints, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Director, Sustainable Development Directorate**. This position reports to Deputy Secretary-General for ASEAN Socio-Cultural Community Department.

## **Duties and Responsibilities:**

### **1. Direct, manage and supervise the overall, multifaceted operations of the Sustainable Development Directorate:**

- Plan, implement and oversee the Directorate functions comprising the following Divisions:

#### **a. Environment Division**

- Provide technical advice, inputs and recommendations with regard to ASEAN environmental cooperation, including environmental sustainability, climate change, biodiversity, environmentally sustainable cities, coastal and marine environment, nature conservation, environmental education, chemical and waste, water resources management.
- Manage cooperation on transboundary haze issue including implementation of the ASEAN Agreement on Transboundary Haze Pollution.
- Lead on cooperation with various ASEAN partners on environment issue, including the Action Plan of Work, the multi-years programmatic approach and the large-scale environment projects, including cooperation with other sectoral bodies.
- Report on the progress of environment cooperation.

#### **b. Disaster Management & Humanitarian Assistance Division**

- Lead ASEAN cooperation on disaster management and emergency response, including implementation of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and the One ASEAN, One Response Declaration.
- Facilitate and support the operationalization of the ASEAN Co-ordinating Centre for Humanitarian Assistance on Disaster Management (AHA Centre), including administration of the ASEAN Disaster Management and Emergency Relief Fund and other related programmes and projects.
- Report on the progress of ASEAN cooperation in disaster management and humanitarian assistance.

#### **c. Culture and Information Division**

- Lead cooperation in culture, information and media, including digital broadcasting, information content and production.
- Coordinate and work with all other relevant Departments and Divisions in the ASEAN Secretariat on issues related to ASEAN identity and promotion of ASEAN to the global community.
- Supervise the utilization of the ASEAN Cultural Fund.
- Report on the progress of ASEAN cooperation in culture and information.

#### **d. Cross-Pillar and Cross-Sectoral Cooperation**

- Collaborate with other Directorates to cross-fertilize initiatives that address cross-pillar and cross-sectoral issues, especially those related to sustainable development, green growth, humanitarian assistance, culture for sustainable development and ASEAN identity, amongst others.
- Liaise with external entities, including international and regional organisations, e.g. UNDP, UNEP, UNOCHA, ICRC, IFRC, UNESCO, SEAMEO, the private sector and the media to initiate and implement cooperation agreements/programmes related to sustainable development.

### **2. Lead and manage effectively all Directorate resources, including human, financial, physical resources of all the Divisions under the Directorate:**

- Provide strategic/policy guidance and direction for Heads of Divisions and other professional staff in their area of responsibility to deliver on the implementation of ASCC Blueprint, through regular meetings and consultations.
- Ensure the delivery of high quality and timely work outputs which are in line with the objectives of the Directorate and in support of the ASEAN Community building as a whole.
- Provide strong leadership and be a role model for the Directorate staff.
- Oversee, manage, motivate and mentor the Directorate staff, including management of the annual performance review process.
- Allocate and monitor adequate resources for the Directorate staff to accomplish their tasks.
- Foster teamwork and collaboration within the Directorate and across Departments and Divisions of the ASEAN Secretariat.

### **3. Lead and service Ministerial and Senior Official meetings and manage matters of strategic importance at these meetings:**

- Serve as resource person and facilitate the discussions at meetings of relevant ASEAN sectoral bodies under the Directorate as well as at meetings with other organisations and partners.
- Represent the Secretary-General of ASEAN and Deputy Secretary-General of ASEAN for ASEAN Socio-Cultural Community at high-level meetings of ASEAN sectoral bodies, and/or deliver speeches at international conferences, when required.
- Prepare policy papers and speeches, present and discuss wide ranging relevant issues.
- Assist Ministers and Senior Officials in addressing policy related and strategic issues and well as technical issues.
- Provide policy and strategic guidance to Directorate staff in preparing for those meetings.

### **Qualifications and experience:**

- Postgraduate Degree(s) in relevant disciplines, such as international relations, political science, public policy, environmental studies, economics and business management, with relevant policy exposure to as many of the areas under the purview of the Directorate.
- Extensive management experience, with a minimum of ten (10) years in a senior management position, preferably in a regional or international organization.
- Sound in-depth regional and international experience in public policy development, negotiation, implementation, monitoring and evaluation in as many of the areas under the purview of the Directorate, and experience in briefing ministers and high level senior officials, preferably at the ASEAN level or in the region.
- Solid understanding of international and regional issues, particularly the 2030 United Nations Agenda for Sustainable Development (SDGs) and those pertaining to the areas under the purview of the Directorate, as well as knowledge of and commitment to ASEAN ideals, including the ASEAN Vision 2025.
- Proven track record of leadership and strong management and administrative capabilities.
- High-level interpersonal and communication skills, including experience in cross cultural environment and international settings as well as interface with the media.
- 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 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 **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: **Director, Sustainable Development Directorate**

Application documents should reach the ASEAN Secretariat by **6 December 2016**. 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)

\*\*\*\*\*