



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

**SENIOR OFFICER
EDUCATION, YOUTH & SPORTS 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 **Senior Officer – Education, Youth & Sports Division**. This position reports to Assistant Director – Education, Youth & Sports Division.

Duties and Responsibilities:

The Senior Officer, Education, Youth & Sports Division is accountable for the following but not limited to:

- 1. Assist in the management of the operational activities of the Division**
 - Provide support to the Head of Division in the management and planning of activities of the Division and work delegation for staff including effective quality control systems.
 - Assist in the fostering of teamwork and collaboration within the Division.
 - Conduct first appraisal for Locally Recruited Staff (LRS), and assist in the mapping of professional development activities for individual LRS within the Division.
 - Assist the Head of Division in effectively managing resources of the Division, including human, financial, and physical resources.
 - Participate in and contribute to Divisional or Directorate management meetings.

- 2. Support Head of Division with policy and technical advice and recommendations**
 - Assist the Head of Division in providing policy and technical support related to the work of the Division such as development and conceptualization of programmes, projects and work plans; coordination with relevant stakeholders; and servicing relevant sectoral bodies and the ASEAN Member States.
 - Monitor progress of the work of the Division and the sectors under its purview against sectoral work plans and similar documents including the ASCC Blueprint, and provide reporting inputs to relevant ASEAN divisions/bodies/sectors as well as other non-ASEAN stakeholders,
 - Provide technical and resource expertise and participate in official visits organised by ASEAN and/or its Dialogue Partners either as part of the ASEAN Secretariat/ ASCC Department or as part of a sectoral delegation.

- 3. Facilitate the development, implementation and evaluation of programmes and/or projects in support of the ASCC, particularly in Education, Youth and Sports affairs.**
 - Facilitate development, review and consultation on programmes and projects and manage project approvals, implementation and reporting.
 - Coordinate with international organisations and donors where necessary, for programmes and/or projects funded by external parties.
 - Assist with implementation of programmes and projects by providing technical support and expertise (for example as technical resource person and/or facilitator for trainings and workshops).

- 4. Servicing the relevant bodies of the ASEAN Socio Cultural Community**
 - Ensure that ASEAN Bodies are provided with appropriate substantive technical 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.

- Draft and develop reports and other management information for the Secretary General, Deputy Secretaries General, Directorate heads and other senior managers as required.
- Represent the ASEAN Secretariat at ASEAN and international forums and activities as required.

Qualifications and experience:

- Advanced degree with minimum three (3) years experience or Bachelors degree with five (5) years experience in Education, Social Science, or other appropriate and relevant disciplines related to the areas of work of this Division.
- Extensive supervisory and experience in area of expertise.
- Specialisation and experience in teaching and/or curriculum development and training in higher education and/or technical vocational education and training is an advantage.
- Proven experience in public policy development and working closely with governments and international organisations
- Demonstrated skills in analysis, problem solving, planning and development of policies and procedures.
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to work and motivate staff in a complex work environment; and work effectively with people at all levels of an organisation.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- 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.
- Ability to travel.

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 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 Education, Youth & Sports Division.**

Application documents should reach the ASEAN Secretariat by **22 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.
