



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

**SENIOR OFFICER TOURISM
ICT & TOURISM 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 in November 2015. Along with the ASEAN Community Vision 2025, also adopted at the same Summit, they call 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 Tourism, ICT & Tourism Division**. This position reports to Assistant Director/Head of ICT & Tourism Division, ASEAN Economic Community Department.

Duties and Responsibilities:

- 1. Provide policy and technical advice and recommendations by undertaking research work and preparing policy papers to support the formulation and implementation of ASEAN regional integration policy in tourism, including providing inputs into the development of sectoral work plans (and similar documents) and agreements;**
- 2. Facilitates discussions and negotiations among ASEAN Member States;**
- 3. Monitor the implementation of sectoral work plans (and similar documents) and compliance with ASEAN agreements in the tourism sector;**
- 4. Manage and coordinate the activities and provide the required support for the development, implementation and monitoring of programmes and/or projects in tourism:**
 - Propose/formulate project/activities
 - Involve in the preparation of project proposals
 - Assist in mobilising resources for the implementation of programmes/projects
 - Monitor and report the implementation of programmes/projects
- 5. Provide support in the development and implementation of programmes/activities of cooperation between ASEAN and external parties, including ASEAN Dialogue Partners, international organisations and the private sector, in the field of tourism:**
 - Initiate future work plan and key activities
 - Propose and implement joint agreements, programmes and activities with the external parties
 - Liaise with the external parties
- 6. Promote ASEAN tourism sector by preparing promotional materials and taking part in speaking engagement at national, regional and international events as required.**
- 7. Management and disbursement of the ASEAN NTOs Fund.**
- 8. Support the ASEAN bodies with respect to meetings:**
 - Prepare the necessary documents required for the meetings
 - Act as a resource person and facilitator at meetings
 - Represent the ASEAN Secretariat at meetings as required
 - Assist the hosting organisations in preparing for meetings

Qualifications and experience:

- Advanced Degree in Tourism Management, Economics, Public Policy, Business Management, or other appropriate specialist discipline, with minimum of three (3) years experience; or Bachelor degree with five (5) years working experience in tourism development planning and policy formulation, implementation and coordination as well as in project administration.
- Preferably experience from a national government agency responsible for tourism policies or from a tourism-related portfolio of an international or regional organisation.
- Sound supervisory experience, with the ability to motivate staff and communicate effectively at all levels of large public and private sector organizations.

- 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 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 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: **Application for Senior Officer Tourism.**

Application documents should reach the ASEAN Secretariat by **12 July 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
