



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

**ASSISTANT DIRECTOR HUMAN RESOURCES 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 Human Resources Division. This position reports to Director of Corporate Affairs.

## **Overview on the Functions of Division:**

The Human Resources Division manages the manpower of the ASEAN Secretariat (ASEC) from recruitment to retirement, and to provide support to the HR operations for effective implementation of the organization goals and strategies.

## **Duties and Responsibilities:**

The duties of the Assistant Director is listed below, but not limited to:

### **I. HR Operations**

#### **1. *Recruitment and Staffing***

- Develop recruitment strategy and ensure the recruitment of qualified and competent staff (including project staff);
- Conduct thorough screening of candidates for openly and locally recruited staff from the applications for the shortlisting of the Interview Panel Members;
- Develop manpower planning and prepare annual manpower and related budget proposal.
- Develop HR procedures and maintain recruiting standard and hiring practices;
- Prepare appropriate salary offer to each selected candidate and ensure that internal and external equity is observed;
- Manage staff mobilization processes such as on-boarding inductions, promotions, transfers and terminations due to retirement or end of contract;
- Participate in interview sessions for new recruitments and act as ex-officio to the Interview Panel; and
- Conduct exit interviews with separating staff and compile all feedbacks. Based on the feedbacks, where applicable, make recommendations for improvement accordingly;

#### **2. *Employee Relations***

- Handle employee relations matters that are related to employee code of conduct violations, disciplinary issues, employee disputes and/or employee rights;
- Promotes communication and fairness in handling employee issues;
- Communicate Human Resources policies, procedures and regulations to all ASEC staff;
- Encourage positive employer-employee relationship and promote a high level of staff morale and motivation;
- Conduct investigations when staff complaints or concerns are brought forth;
- Monitor and advise Heads of Division/Supervisors in the progressive discipline system of ASEC;

#### **3. *Human Resources Information Systems (HRIS)***

- Provide appropriate guidance in development of HRIS and managing personnel data;
- Ensure a relevant HRIS Standard Operating Procedure (SOP) is in place;
- Keep abreast of new development in HRIS field and ensure that ASEC has a robust HRIS in place;

#### **4. *Payroll, overtime and claims***

- Manage the payroll process including staff's overtime claims;

- Check all payroll processes and claims, to ensure accuracy, noting new appointments, terminations and other matters relevant to salary and remunerations;

#### **5. *Staff entitlements and benefits***

- Oversee the variable pay systems within ASEC including increment and bonuses, where applicable;
- Keep abreast with the compensation structure and reward system in other well established organisations;
- Monitor benefits eligibility and ensure accuracy in payment/reimbursement;

## **II. Organizational Development**

### **6. *Performance Management and Rewards***

- Compile annual performance appraisals from all Departments, analyse results and assist the Director of CAD in the meetings of the Management Review Group for deliberation of appropriate rewards/increments;
- Collaborate with Heads of Division on necessary training and development proposed during the performance appraisal exercise;
- Monitor the implementation of performance improvement programs with under-par performing employees;

### **7. *Human Resources Development***

- Conceptualize, develop and lead the implementation of Human Resources strategies, including the establishment of a systematic job analysis and training needs identification and analysis procedures;
- Promote organizational development initiatives to support the strategic objective of the organization, through individual learning, coaching, and team-building across the organization, including staff retreat or gathering;
- Design organization-wide development plan that addresses issues such as workforce development, key employee retention, organization design, and change management;
- Promote positive organizational culture to support the attainment of organizational objectives and promotes employee satisfaction;
- Manage staff training and development, from on-boarding induction to development throughout their tenure;
- Manage Attachment-Officer and Internship Programs;
- Conduct job analysis and evaluation of any proposed new post and ensure a proper and appropriate level is assigned to the position;

### **8. *Compliance***

- Ensure that the ASEAN Secretariat Rules and Regulations (ASSR) is implemented consistently and correctly;
- Protect the interests of ASEC Staff and the organization in accordance with Human Resources policies and applicable laws and regulations;
- Perform other related duties as assigned by the Director of Corporate Affairs or higher authority.

**Qualifications and experience:**

- Advanced university degree in Human Resources, Business Administration, Management, or related disciplines
- At least six (6) years extensive human resource management working experience. Working experience in International/Multicultural Organization and/or familiarity with diplomatic practices and protocol is an advantage.
- Demonstrated strong corporate, strategic business planning skills, and administrative capabilities.
- Demonstrated strong leadership, ability to lead, motivate staff and maintain sound working relationships for efficient and effective result in a dynamic and demanding environment.
- A solid understanding of international and regional issues, and knowledge of and commitment to ASEAN Mission and Vision.
- Demonstrated high-level human resource management skills.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Commitment to consultative and collaborative approaches and work practices.
- Excellent command of English, written and spoken.
- Computer literate.

**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: **Application for Assistant Director Human Resources Division.**

Application documents should reach the ASEAN Secretariat by **20 January 2019**. 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)
- 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.

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