



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

**SENIOR OFFICER
INITIATIVE FOR ASEAN INTEGRATION &
NARROWING DEVELOPMENT GAP (IAI & NDG) 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 IAI & NDG Division**.

Duties and Responsibilities:

Reporting to Assistant Director/Head of IAI & NDG Division, the senior officer shall be responsible to:

1. Service the relevant ASEAN sectoral and subsidiary bodies

- Provide policy advice and other support to related or relevant ASEAN meetings and committees as required,
- Ensure that ASEAN bodies are provided with appropriate substantive and administrative support as required including preparation of reports and information papers for meeting,
- Effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders,
- Represent the ASEAN Secretariat at ASEAN and international fora as required,
- Ensure that follow-up actions are taken on the relevant decisions of the ASEAN Summits, the Ministers and senior officials,
- Monitor the implementation of IAI Work Plan.

2. Manage the development, implementation and evaluation of programmes and/or projects in the area of IAI & NDG Division

- Work closely with consultants and project proponent to ensure effective and timely implementation,
- Maintain consolidated record of the overall progress of the IAI Work Plan implementation and the achievement of results,
- Promote and support donor coordination initiatives, including non-duplication of projects with other programmes of the ASEAN Secretariat and pursuing co-funding options for joint implementation of activities with other Dialogue and Development Partners,
- Oversee the implementation of cooperation projects in coordination with the chairs of sub-committees,
- Formulate project/programme proposals/concepts/ideas for consideration by relevant ASEAN bodies and Dialogue Partners.

3. Monitor activities of sub-regional groupings

- Monitor the implementation of sub-regional initiatives,
- Communicate with sub-regional groupings, Dialogue Partners and External Parties involved in sub-regional initiatives in the effort to align the activities with ASEAN integration goals and minimise duplication,
- Serve as a resource person at sub-regional meetings and activities, where relevant.

4. Manage operational activities of the Division

- Plan Division activities, assign work priorities and be responsible for the quality of work,
- Provide guidance/direction for staff on professional matters,
- Foster teamwork and collaboration within the Division,

- Manage all resources, including financial and human resources for the Division,
- Participate in and contribute to divisional or directorate management meetings,
- Respond to enquiries from researchers/private sectors/public sectors,
- Prepare information, materials, and publications, other publication for public dissemination by and coordination with Public Affairs Office on IAI & NDG Division.

Qualifications and experience:

- Advanced degree or Bachelor degree in the area of economics, development studies or other related discipline.
- Extensive supervisory experience, with a minimum of three (3) years of experiences for advanced degree or five (5) years of experience for bachelor degree, in a recognised specialised field
- Proven experience in research, public policy development and negotiation, and in working closely with government officials.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Sound financial and human resource management skills.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- 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.
- Excellent command of English, written and spoken.

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 IAI & NDG Division.**

Application documents should reach the ASEAN Secretariat by **25 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
- 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.
