



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

**SENIOR OFFICER STATISTICS**

**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.

The ASEAN Regional Integration Support from the EU (ARISE) Plus Programme supports greater economic integration in ASEAN through the implementation of the ASEAN Economic Community Blueprint 2025 and strengthening institutional capacity. One of the six specific objectives of the ARISE Plus Programme is to strengthen institutional capacities through, in particular, managing the integration process with an emphasis on progress monitoring and impact assessment, including statistics, coordination and management, and improved capacity among ASEAN bodies and the ASEAN Secretariat.

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 Statistics**.

### **Duties and Responsibilities:**

Reporting to Director/Head of ASEAN Integration Monitoring Directorate, the Senior Officer shall be responsible to:

- 1. Perform a comprehensive review of the current IT system in ASEANstats based on which a Medium Term (5-year) Plan will be prepared comprising**
  - Current state of play of IT system in ASEANstats, and needs analysis or actual/potential performance gap
  - Recommendations on best practices for maintenance of current IT system
  - Recommendations on improvement to be implemented particularly with regard to, but not limited to, data submission/collection, processing and dissemination
  - Plan of action on the implementation of the recommendations – activities to be implemented/developed, expected deliverables (new software/applications/system), resources (software/hardware) and capacity buildings/trainings required with a specific timeline within the next one to five years
  - Development of relevant reports, technical guidelines and manuals on ASEANstats related IT system
  
- 2. Lead/oversee the implementation of recommended activities in the plan of action during the first two-year of the Medium Term Plan, including development of any project proposals.**
  
- 3. As applicable, according to the plan of action, manage the development of new software/applications/system to meet ASEANstats needs for data submission/collection, processing and dissemination**
  - Propose, implement and review regularly software project management, software quality assurance and software development standards and procedures;
  - Plan, organise, coordinate and monitor software development project phases with clear milestones and deliverables;
  - Plan, organise and coordinate software development human resources;
  - Collect or coordinate the collection of user requirements and produce or coordinate the production of software specifications
  - Develop software architecture design;
  - Manage the work of multiple software developers as relevant;
  - Responsible for testing, deployment/implementation and maintenance of the new software.
  
- 4. Oversee the data submission/collection, processing and dissemination of ASEAN statistics by managing ASEANstats existing websites, desktop applications (data uploader), servers (Windows and Linux), databases (SQL Server 2016) and reports (using reporting tools e.g SSRS).**
  
- 5. Support the development of ASEAN statistical outreach, including publications and other means for enhancing visibility of ASEANstats,**
  
- 6. Conduct regular assessment of ASEANstats databases**
  - Perform deep analysis on the quality of data including data format, data type, range etc.

- Present the findings (in an understandable document) to relevant parties/individuals to obtain their recommendation for solution
- Improve/revise the data based on the recommendation of relevant parties/individuals

**7. Provide ASEANstats staffs with necessary knowledge on the utilisation and basic maintenance of current/new software/applications, website, databases and servers.**

**8. Perform other tasks as may be assigned by the Head of ASEANStats and higher officials.**

**Qualifications and experience:**

- Advanced degree or Bachelor degree in the area of information technology.
- 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
- Advanced skills and experience in supervising and managing software development and its technology
- Advanced knowledge on computer language such as Java, J2EE, C#, PHP and SQL, PL/SQL
- Advanced skills and experience in user interface development using various languages, such as CSS, HTML5, Java script and JSON
- Strong experience, including supervisory experience, in database creation and maintenance using SQL Server
- Strong experience in developing websites as well as desktop and mobile applications
- Strong experience in developing database reports, e.g. using SQL Server Reporting Services (SSRS)
- Strong experience in the development of publications or outreach and communication activities
- Strong ability for accuracy under pressure and adherence to deadlines.
- Sound financial and human resource management skills.
- Good interpersonal and communication skills
- Commitment to teamwork and collaborative work practices.
- Good command of English, written and spoken.

**Remuneration and Benefits:**

Successful candidate will be offered a monthly lump sum remuneration of **USD 5,577** covering salary, housing, medical and insurance, and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of two (2) 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 Senior Officer Statistics.**

Application documents should reach the ASEAN Secretariat by **13 March 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)
- 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.

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