

TERMS OF REFERENCE FOR THE ASEAN MUTUAL RECOGNITION ARRANGEMENT ON TOURISM PROFESSIONALS (ASEAN MRA-TP) OFFICER

BACKGROUND

1. The ASEAN Mutual Recognition Arrangement on Tourism Professionals (ASEAN MRA-TP) was signed on 9 November 2012, with the following objectives: (1) To facilitate mobility of Tourism Professionals; and (2) To exchange information on best practices in competency-based education and training for Tourism Professionals and to provide opportunities for cooperation and capacity building across ASEAN Member States.
2. In promoting the implementation of the ASEAN MRA-TP, the Agreement on the Establishment of the Regional Secretariat for the Implementation of the ASEAN MRA-TP was signed on 30 December 2015. The Regional Secretariat shall promote the implementation of the ASEAN MRA-TP by providing support for its operations and management as well as implementation of related projects and activities. An Executive Director, Heads of Divisions and staffs shall be appointed to effectively and efficiently carry out the assigned responsibilities and functions of the Regional Secretariat.
3. As the Governing Council of the Regional Secretariat, the ASEAN Tourism Professional Monitoring Committee (ATPMC), at its 20th Meeting held on 1 October 2018, agreed to hire an ASEAN MRA-TP Officer for the period of two years (2019-2020), as a substitute to the Executive Director.

DUTIES AND RESPONSIBILITIES

4. Reporting monthly to the ATPMC, the ASEAN MRA-TP Officer shall:
 - a. **Study the viability of the Regional Secretariat and provide recommendations on the proposed strategy, structure and management model in order to carry out the works of the Regional Secretariat**
 - (1) propose the strategy, organisational structure and management model of the Regional Secretariat taking into account its viability, for the consideration of ATPMC;
 - (2) provide recommendations on the feasibility of the Regional Secretariat to generate revenue and resources through the provision of related products and services as follows: (1) Online registration of Tourism Professionals; (2) Industry services (membership/subscriptions); (3) Training and certification of Master Trainers and Master Assessors; (4) Training related to the ASEAN MRA-TP implementation activities; (5) Consulting services to industry, government, and training providers; (6) ASEAN MRA-TP commissions, employment placement or administrative fees; (7) Sponsorships; (8) Organising events; (9)

Assessing and certification of Master Trainers and Master Assessors; and (10) Other sources of revenue and resources as approved by ATPMC;

- (3) conduct review of the current suppliers of tourism education and training services in the region, in terms of ownership, types of courses and degree/certificates offered, annual graduates across the courses offered, course curriculum and curriculum standards, as well as the number, types, qualifications and experience of academic staff/trainers; identify the level of interest of the tourism education and training services, as well as travel and tourism industry in the region in adopting the ASEAN MRA-TP mechanism; and provide forecast of additional course and academic staff/trainers requirements between 2020 and 2025;
- (4) conduct review of the ASEAN tourism manpower, segmented by the job divisions stipulated in the ASEAN MRA-TP; and provide forecast of segmented tourism manpower between 2020 and 2025;

b. Review functionality and sustainability of the ASEAN Tourism Professional Registration System (ATPRS), taking into account other similar platforms and possible competitors

- (1) conduct review of the employment/recruitment websites available for tourism manpower in the region; and conduct assessment of the level of interest of Tourism Professionals in the region for the use of the ATPRS; as well as identify potential collaboration/partnership with such employment/recruitment websites;
- (2) conduct review of other available mechanisms/platforms for hiring tourism manpower in the region; and conduct assessment of the level of industry's interest in the region for the use of the ATPRS;
- (3) conduct review of registration platforms for tourism manpower available in each AMS; and identify possible alignment between such national registration platforms and the ATPRS;
- (4) provide conclusions and recommendations on feasible upgrade to the ATPRS to maximise its utilisation, primarily as the tool to generate revenue and resources for the Regional Secretariat through online registration of Tourism Professionals, industry membership/subscriptions, employment placement or administrative fees, and other potential sources of revenue and resources as approved by ATPMC;
- (5) propose the pricing strategy, structure and model of the ATPRS, for the consideration of ATPMC.

c. Enhance awareness and promote the implementation of the ASEAN MRA-TP

- (1) identify the challenges faced by each ASEAN countries in implementing the ASEAN MRA-TP; identify various factors/trends that may pose risk or provide opportunities to the ASEAN MRA-TP implementation; and provide a sound set of marketing and promotional strategy, taking into account those challenges and factors/trends, the viability of the Regional

Secretariat, and the full functioning of the ATPRS, for the consideration of ATPMC;

(2) identify the quality assurance mechanism to ensure the consistency and integrity of the implementation of the ASEAN MRA-TP; and provide conclusions and recommendations as appropriate;

(3) together with the ASEAN Secretariat and the Ad-Hoc Team for the Regional Secretariat, work closely with other relevant ASEAN sectoral bodies in facilitating the implementation of the ASEAN MRA-TP.

d. Provide administrative works to support the Regional Secretariat

(1) prepare annual work plan, budgets, financial statement or any other documents for the consideration of the ATPMC;

(2) subject to the confirmation of the ATPMC, engage, manage and supervise consultants and experts whose roles are to assist ATPMC in the performance of its functions.

e. Perform such other duties relevant to the purpose and function of the Regional Secretariat as may be required by the ATPMC.

KEY COMPETENCIES

5. The following are to be observed from potential candidates for the ASEAN MRA-TP Officer:

(a) Demonstrated skills in creative thinking, planning, problem solving, and recognising opportunities

(b) Proven experience in conducting research and analysis, particularly of the ASEAN region

(c) Proven experience in human resources management and organisational development

(d) Knowledge and understanding in tourism development, and training and education system

(e) Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders

(f) Strong leadership, vision and initiative; high-level interpersonal, communication and negotiation skills, including experience in cross-cultural environment and international settings

(g) Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines

(h) Excellent command of English, written and spoken

REMUNERATION AND OTHER CONDITIONS

6. Successful candidate would be offered a monthly salary in the base range of USD 3,400 and USD 3,800 (excluding travel expenses to attend ASEAN

meetings) depending on previous professional experience, skills and competencies. The candidate will be offered a contract of two (2) years.

HOW TO APPLY

7. Send your application to mra.tp.asean@gmail.com highlighting your suitability and potential contribution to the position together with a **detailed Curriculum Vitae (CV)**, **certified true copies of educational certificates**, and **complete ASEC Employment Application Form** (can be downloaded at: www.asean.org/opportunities/asec-employment-form) attached with recent photograph. Applications sent without the three documents mentioned above will NOT be considered.
8. Please indicate on the subject heading: Application for the **ASEAN MRA-TP Officer**.
9. Application documents should be sent **by 15 March 2019**. The Selection Committee's decision is final and only shortlisted candidates will be notified.