



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

**SENIOR OFFICER EXECUTIVE
SUPPORT 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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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 Executive Support Division.**

Duties and Responsibilities:

Reporting to the Director for Executive Support Division, the Senior Officer shall be responsible to:

1. Provide analytical, technical and administrative support to the Executive Support Division:

- ∗ Coordinate preparation of briefings, information papers, talking points on cross-cutting issues with input from operational areas of the Secretariat.
- ∗ Coordinate the preparation of key reports of the Executive Support Division.
- ∗ Coordinate correspondences of the Executive Support Division.
- ∗ Provide high-level administrative support to the Executive Support Division, including facilitating Secretariat operations (e.g. in relation to internal matters).
- ∗ Provide secretariat support to the Executive Support Division.

2. Facilitate the work of the ASEAN Secretariat Executive Committee (EXCOMM):

- ∗ Initiate or coordinate the preparation of reports on cross-cutting issues as required.
- ∗ Prepare draft reports of EXCOMM.
- ∗ Advise relevant parties of the allocation of work tasks arising from EXCOMM decisions.
- ∗ Communicate relevant information arising from EXCOMM to the staff at large (in accordance with any relevant communication policies).

3. Perform other related functions as assigned

Qualifications and experience:

- ∗ Advanced university degree (Master's or equivalent degree) in Public Policy, International Relations, Development Studies, Economics, or other appropriate discipline, with a minimum of three (3) years extensive supervisory experience and proven working experience in public policy development, and working closely with governments and international organisations;
- ∗ Bachelor's degree in a related discipline with at least five (5) years working experience in the relevant field, shall also be considered.
- ∗ Demonstrated skills in problem solving and planning, working in a multilateral organization.
- ∗ Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- ∗ Experienced in drafting correspondences, briefs and speeches.
- ∗ Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- ∗ Demonstrated ability to work and motivate staff in a multifaceted work environment; and work effectively with people at all levels of an organisation.
- ∗ High-level of interpersonal, negotiation and communication skills, including experience in cross-cultural environments and international settings.
- ∗ Competency in computer skills with adequate knowledge of Microsoft Office (competency in Microsoft Word is required, proficiency in Excel and PowerPoint desired).

- ✓ Excellent command of English, written and spoken.
- ✓ Ability to demonstrate and perform with grace under pressure.
- ✓ Flexibility in undertaking a wide range and variety of tasks.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,385** 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 highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcript for Bachelor's and Master's 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 Executive Support Division.**

Application documents should reach the ASEAN Secretariat by **19 April 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
- ✓ 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.
