



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

**SENIOR OFFICER: CAPACITY BUILDING AND MID-TERM EVALUATION
OF ASCC BLUEPRINT 2025**

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. 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 in November 2015, calling the ASEAN Community 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political-Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Senior Officer: Capacity Building and Mid-Term Evaluation of ASCC Blueprint 2025**.

Duties and Responsibilities:

This position is under the ASCC Analysis and Monitoring Directorate (AMD) of the ASCC Department. Reporting to the Team Leader, the Senior Officer shall be responsible for:

- 1. Conduct training workshops on the ASEAN Socio-Cultural Community (ASCC) Blueprint Monitoring and Evaluation (M&E) System:**
 - a. Support the development and finalisation of the design, substantive material and method of the training, including the pre-training and post-training questionnaire, to ensure that all parties involved in the implementation of the ASCC Blueprint 2025 will have a common understanding on how to implement the ASCC M&E Framework.
 - b. Provide training to the participants.

- c. Draft and finalise training report to ASCC Monitoring Division, including results of pre- and post-questionnaires.

2. Conduct a mid-term evaluation of the ASCC Blueprint 2025:

- a. Support the development of an outline and a draft inception report for mid-term evaluation, identification of purpose and scope, overall approach, plan for data collection (methodology) and data analysis, work plan, management arrangement, and budget.
- b. Conduct the mid-term evaluation which will involve intensive national and regional assessments of the implementation of the ASCC Blueprint.
- c. Undertake a comprehensive survey of existing documents, data, and information from a variety of sources, while the on-going M&E mechanisms will provide valuable basic information.

3. Provide technical support to M&E related activities of the AMD:

- a. Support the operationalization of the ASCC Results Framework.
- b. Provide technical advice on monitoring, evaluation, and socio-cultural issues through briefing papers, presentations and inputs to the development of an electronic database of ASCC Blueprint monitoring system.
- c. Monitor and evaluate the progress of implementation of the ASCC Blueprint, including prepare documents and reports of meetings or M&E related activities.
- d. Undertake any other tasks as assigned by the Head of ASCC Monitoring Division.

Qualifications and Experience:

- An advanced degree of minimum Masters in Social Sciences, Public Policy, Public Administration, Economics or Statistics with minimum of three (3) years of working experience in experience in Monitoring and Evaluation (M&E); or Bachelor degree in the above areas with minimum of five (5) years of working experience in M&E.
- Strong quantitative analysis background, with extensive experience in empirical work, data collection systems, data quality assurance, analysis, and reporting, and proficiency in statistical/economics software applications.
- Demonstrated ability to develop and maintain good working relationships with the public and other stakeholders, including experience in a cross-cultural environment and international settings.
- In-depth understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken.
- Ability to travel.

Remuneration and Benefits:

This position is funded for a period of 18 months. Extension of the post is subject to renewal of mandate and availability of funds. The successful candidate will be offered a monthly lump sum remuneration of maximum USD 5,577 covering salary, housing, medical and insurance, and gratuity.

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 Master and Bachelor degrees, 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: CB and MTE of ASCC.**

Application documents should reach the ASEAN Secretariat by **12 June 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
