



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

**SENIOR OFFICER MINERALS
ENERGY & MINERALS 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 Minerals**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Energy & Minerals Division, the Senior Officer shall be responsible to:

1. Provide policy and technical advice and recommendations by undertaking research work and preparing policy papers to support the formulation and implementation of ASEAN regional integration policy in minerals, including providing inputs into the development of sectoral work plans (and similar documents) and agreements.
2. Facilitate discussions and negotiations among ASEAN Member States.
3. Monitor the implementation of sectoral work plans (and similar documents) and compliance with ASEAN agreements in the minerals sectors.
4. Manage and coordinate the activities and provide the required support for the development, implementation and monitoring of programmes and/or projects in minerals
 - Propose/formulate project/activities
 - Involve in the preparation of project proposals
 - Assist in mobilising resources for the implementation of programmes/projects
 - Monitor and report the implementation of programmes/projects
5. Provide support in the development and implementation of programmes/activities of cooperation between ASEAN and external parties, including ASEAN Dialogue Partners, international organisations and the private sector, in the field of minerals
 - Initiate future work plan and key activities
 - Propose and implement joint agreements, programmes and activities with the external parties
 - Liaise with the external parties
6. Promote ASEAN minerals sector by preparing promotional materials and taking part in speaking engagement at national, regional and international events as required.
7. Management and disbursement of the ASEAN Minerals Trust Fund.
8. Support the ASEAN bodies with respect to meetings
 - Prepare the necessary documents required for the meetings
 - Act as a resource person and facilitator at meetings
 - Represent the ASEAN Secretariat at meetings as required
 - Assist the hosting organisations in preparing for meetings
9. Provide support in the on-going development and effective maintenance of the ASEAN Minerals Database Information System (AMDIS) and its web portal, particularly on content and content management.
10. Provide support in the division's cross-sectoral and energy-related work as necessary and as may be assigned.

Qualifications and experience:

- Advanced university degree (Masters or equivalent degree) in Minerals, Mining, Geological Sciences, Economics, Public Policy, or other appropriate specialised discipline, or a combination of formal qualifications in two or more of those areas; with a minimum of (3) years professional experience in minerals development planning and policy formulation, implementation and coordination, as well as in project administration; experience preferably obtained from a national government agency responsible for minerals policies or from an minerals-related portfolio of an international or regional organisation;
- Bachelor's degree with at least five (5) years relevant work experience, shall also be considered.
- Proven technical skills and knowledge in the relevant area or demonstrated ability to quickly acquire them.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated ability to initiate, develop and manage regional projects for the purpose of providing key recommendations and analysis to support consensus building on regional policies and programmes.
- Demonstrates ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Excellent oral and written communication skills, interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrates ability to develop and maintain sound working relationships with stakeholders.
- Demonstrates commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.
- Excellent command of English, written and spoken.
- Ability to travel.

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 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 Minerals.**

Application documents should reach the ASEAN Secretariat by **12 July 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.
