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 27th 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.

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 Project Management Office (PMO) under the Trade Facilitation Division which is responsible for managing and coordinating activities associated with liberalisation and facilitation of trade in goods in ASEAN.
Duties and Responsibilities:
Reporting to the Assistant Director Trade Facilitation Division, ASEAN Economic Community Department, the Senior Officer shall be responsible to:

1. Manages the Regional Services reference data system and management information system services, ASEAN Single Window (ASW) portal services, and the ASW network security.

2. Coordinates with the management structure of the ASW at the ASEAN Member Stats (AMS) level concentrating on the day-to-day operations of the ASW enabling platform.

3. Reviews and resolves technical issues within his/her capacity, or ensure that these issues will be addressed at the appropriate level in a timely manner.

4. Provides Issues Summary Report every week to Member States for information sharing, including the deliberation and resolution in addressing these issues. Encourages Member States to make use of the Virtual Project Team on Information Technology (VPT-IT) "Issue Statement Form" to provide for a well-documented process in resolving challenges and issues in relation to the operation of the ASW enabling platform.

5. Provides the communication plan setting out the protocol, procedure, and methods to communicate project information and issues among AMS in addition to the Issues Summary Report.

6. Provides risk analysis on potential problems and chances of deviance from the operations, the probability of such occurrences, the possible impact, and possible solutions.

7. Security Incident Management.

8. Administration of access control for AMS.

9. Implements corrective action, if required, as decided by the management through the process of change management.

10. Provides technical guidance and assistance to AMS in conducting activities related to the parallel testing for other Member States joining the live operation.

11. Conducts refresher course on the use of related regional ASW systems (e.g. Regional Services reference data system) and portal (e.g. ASW portal services) to AMS, as and when requested by AMS.

12. Presents weekly and monthly progress reports/updates to AMS in relation to the operation of the ASW regional services.
Qualifications and experience:
- Advanced university degree (Master’s or equivalent degree) in business administration or information technology, or other related specialist discipline with at least 3 years of experience in leading an IT Team in at least three projects; or
- Bachelor degree in the above specialist discipline(s) with five (5) years of qualifying work experience.
- Experience in working with international projects related to the development of customs/trade facilitation IT systems, preferably in ASEAN countries;
- Experience in the preparation of technical documentation, user manuals, and materials for training;
- Know-how of cargo clearance procedures;
- Experience in working with projects in the field of customs and/or trade/regulatory agencies;
- Experience in the installation, management, and maintenance of distributed information systems that involve electronic messaging;
- Preferably with experience working on Axway B2Bi or similar software.
- Good understanding on intergovernmental relationships and regional issues as well as strong knowledge and commitment to ASEAN ideals;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Commitment to teamwork and collaborative work practices;
- Excellent command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft.

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](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 PMO**.

Application documents should reach the ASEAN Secretariat by **5 September 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.