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 Security Cooperation Division 2.
Duties and Responsibilities:
Reporting to the Assistant Director/Head of Security Cooperation Division 2, ASEAN Political-Security Community Department, the Senior Officer shall be responsible to:

1. Service the Sectoral Bodies and ASEAN’s initiatives under the job’s purviews, i.e. the ADMM/ADMM-Plus, the ARF and the AMF and EAMF.
   - Prepare discussion papers, background information papers, guidelines, talking points, briefing notes and other resources as requested.
   - Coordinate preparation of substantive meeting documents such as drafts provisional agenda, joint declarations, chairman’s statements, concept papers and meeting reports.
   - Provide advice to Chair/Co-Chairs on preparations, arrangements, and procedures for meetings of the ADMM/ADMM-Plus, the ARF and the AMF/EAMF through correspondence with the ASEAN Member States and the Dialogue Partners.
   - Serve as a resource person in meetings of the ADMM/ADMM-Plus, the ARF, the AMF/EAMF and other relevant activities within and outside ASEAN.
   - Coordinate the follow-up action to decisions and agreements made in meetings of the ADMM/ADMM-Plus, the ARF and the AMF/EAMF.

2. Provide coordination support for matters related to the ADMM/ADMM-Plus, the ARF and the AMF/EAMF
   - Coordinate and provide inputs to other divisions in the ASEAN Secretariat related to the progress of implementation of ASEAN’s commitments and agreements, such as the APSC Blueprint, ASEAN-Dialogue Partners plans of actions, ASEAN Summits joint declarations on issues related to the ADMM/ADMM-Plus, the ARF and the AMF/EAMF.
   - Coordinate with other divisions on cross-cutting issues being addressed under the ADMM/ADMM-Plus, the ARF and the AMF/EAMF.

3. Provide operational coordination support
   - Assist the Head of Division in providing supports, information, talking points, briefing notes to the Secretary-General and his/her deputies, particularly in his/her meetings with external parties on issues related to security and defence.
   - Assist the Head of Division in the preparation of annual budget.
   - Supervise and coach Technical Officers for ADMM/ADMM-Plus and ARF Matters to ensure timely and quality work and their professional development.
   - Oversee the management of the ADMM Website (https://admm.asean.org) and the ARFNet (http://aseanregionalforum.asean.org).
   - Manage projects/activities under the priority areas of the ADMM/ADMM-Plus, the ARF and the AMF/EAMF.
   - Monitor and conduct analysis and recommend ASEAN Member States on security cooperation issues.
   - Organize and coordinate meetings on security cooperation at the ASEAN Secretariat.
   - Coordinate and collaborate with ASEAN Member States, Dialogue Partners, UN
concerned agencies and other International/Regional Organizations.

- Perform other tasks as assigned by the Head of Division.

**Qualifications and experience:**
- Advanced or Bachelor degree in relevant discipline, e.g. International Relations or Strategic Studies or other appropriate specialist discipline.
- Extensive supervisory experience, with a minimum of three (3) years of experience in trade in services policies for advanced degree or five (5) years of experience for bachelor degree.
- Proven experience in public policy development and working closely with governments and international organisations.
- Demonstrated skills in analysis, problem solving, planning and development of policies and procedures.
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to work and motivate staff in a complex work environment; and work effectively with people at all levels of an organisation.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Commitment to teamwork and collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy under pressure and adherence to deadlines.
- 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 SCD 2.

Application documents should reach the ASEAN Secretariat by 26 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
- 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.