



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

**ASSISTANT DIRECTOR/HEAD OF  
HUMAN RESOURCES 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 ASEAN Leaders during their 27<sup>th</sup> 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 Assistant Director/Head of Human Resources Division. This position reports to Director of Corporate Affairs.

### **Overview on the Functions of Division:**

The Human Resources Division manages the manpower of the ASEAN Secretariat (ASEC) from recruitment to retirement, and to provide support to the HR operations for effective implementation of the organization goals and strategies.

### **Duties and Responsibilities:**

The duties of the Head/ Assistant Director is listed below, but not limited to:

#### **1. Recruitment and Staffing**

- Develop, review and implement recruitment strategy and policies to ensure ASEAN Secretariat is recruiting qualified and competent staff;
- Develop annual manpower planning and budget proposal;
- Advise hiring manager in the recruitment process and related matters;
- Manage staff mobilization processes including on-boarding, inductions, promotions, rotation, terminations, and retirement;
- Conduct exit interviews with separating staff and compile all feedbacks. Based on the feedbacks, where applicable, make recommendations for improvement accordingly;

#### **2. Employee Relations**

- Handle matters related violations of code of conduct and disciplinary issues including conducting investigations when and where necessary;
- Communicate human resources policies, procedures and regulations to all ASEC staff;
- Promote positive organizational culture to support the attainment of organizational objectives and promotes employee satisfaction.

#### **3. Human Resources Information Systems (HRIS)**

- Provide appropriate guidance in managing personnel data and in the development of HR module-enterprise resources planning;
- Keep abreast of new development in HRIS field and improve ASEC HRIS.

#### **4. Salary and Benefits**

- Review payroll processes to ensure accuracy and timely payment;
- Ensure the staff benefits are given timely and in accordance with prevailing policies.

#### **5. Performance Management and Rewards**

- Lead the process of annual performance appraisals and furnish the Management with necessary analyses for deliberation of appropriate rewards/salary increments;
- Ensure that the process of the annual performance review is undertaken according to the Guideline.

#### **6. Human Resources Development**

- Lead the identification of organization-wide staff development needs to support organizational effectiveness and individual development;

- Coordinate with the Management, head of divisions/directorates and external parties in designing organization-wide staff development programme;
- Manage staff development activities, including training, workshop, coaching, and staff individual learning;
- Conduct job analysis for a new position to ensure the appropriateness of the position's level and requirements.

#### **7. Compliance**

- Ensure that the ASEAN Secretariat Rules and Regulations (ASSR) is implemented consistently and correctly;
- Protect the interests of ASEC Staff and the organization in accordance with Human Resources policies and applicable laws and regulations;
- Perform other related duties as assigned by the Director of Corporate Affair or higher authority.

#### **Qualifications and experience:**

- Advanced university degree in Human Resources, Business Administration, Management, or related disciplines
- At least six (6) years extensive human resource management working experience. Working experience in International/Multicultural Organization and/or familiarity with diplomatic practices and protocol is an advantage.
- Demonstrated strong corporate, strategic business planning skills, and administrative capabilities.
- Demonstrated strong leadership, ability to lead, motivate staff and maintain sound working relationships for efficient and effective result in a dynamic and demanding environment.
- A solid understanding of international and regional issues, and knowledge of and commitment to ASEAN Mission and Vision.
- Demonstrated high-level human resource management skills.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Commitment to consultative and collaborative approaches and work practices.
- Excellent command of English, written and spoken.
- Computer literate.

#### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **USD 4,841** 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 Head/Assistant Director Human Resources Division.**

Application documents should reach the ASEAN Secretariat by **16 November 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)
- 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.

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