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

ASSISTANT DIRECTOR
CONFERENCE SERVICES, PROTOCOL AND FORMALITIES 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 Assistant Director Conference Services, Protocol and Formalities Division.
**Duties and Responsibilities:**

Reporting to the Director of Corporate Affairs Directorate, the Assistant Director shall be responsible to:

**Overall:**

1. Manage all resources of the Division, including staff, budget, and physical resources for achieving the Division’s overall objectives;
2. Prepare the annual budget and ensure cost effectiveness for the CSPFD’s operations;
3. Develop and maintain policy, procedure and process in relations to conference services, protocol & formalities;
4. Review and propose new SOPs for Conference Services, Protocol & Formalities when necessary;
5. Manage, supervise, plan and approve tasks for CSPFD’s staff and ensure the targeted achievements and deliverables;
6. Conduct annual performance appraisals and set key performance/development objectives for each individual staff of the Division;
7. Handles staff complaints on all matters related to conference services, protocol and formalities;
8. Provide advice on implementation of ASEAN protocol practices and procedures for effective operation of ASEC and other related parties;
9. Ensure all communications and documentation are in order and appropriately in place;
10. Build and maintain strong collaborative work relationship with Administration and General Affairs Division (AGAD) and other stakeholders;

**Protocol:**

1. Provide guidance and be responsible for protocol related matters for meetings and events organized at ASEC;
2. Arrange the presentation of credentials by newly appointed Permanent Representatives/Ambassadors, briefing them on the presentation procedures and escorting them throughout the ceremony;
3. Ensure that ASEC officers servicing meetings in ASEAN Member States (AMS) are aware of certain standard protocol related matters and if necessary also assist AMS;
4. Organize the placement for VIPs at the ceremonial functions as well as special events in line with ASEC procedures;
5. Ensure the standard protocol of ASEAN is observed during the VVIP visits to the Secretariat and ASEC remains in charge of hosting the visits.

**Conference Services**

1. In charge of the utilization of various conferring facilities including managing and allocating conference facilities and services in accordance with appropriate meeting size and level;
2. Provide timely services to delegations/VIPs/high-level dignitaries visiting ASEC;
3. Conduct post event evaluation meetings and prepare report;
4. Attend meetings with relevant stakeholders (external and internal) with regard to preparation of the events/visits;
5. Execute all events and visits with utmost consideration for safety and security;
6. Act as liaison officer with other relevant parties as and when necessary during events.
7. Control meeting documents, when the documentation reference system is in place.

Formalities

1. Oversee matters relating to visa, formality and customs clearance for all ASEC’s personnel/project staff;
2. Solve problems related to visa applications and other related diplomatic facilitates with high level authority of the Indonesian Ministry of Foreign Affairs and other relevant parties;
3. Provide advice on formality related matters for the effective operations of ASEC;
4. Oversee all applications relating to Formalities and Visas, ID Cards, Shipment, CD Plate and Immigration Matters;
5. Identify the most effective approach in submitting all applications relating to formalities and Visas, ID Cards, Shipment, CD Plate and Immigration matters.
6. Keep abreast of new development and changes regarding diplomatic facilities and customs procedures of the host country;
7. Perform other related duties as assigned by Director of Corporate Affairs or ASEC higher authorities.

Qualifications and experience:

- Advance degree in Business Administration, Event Management, International relations and diplomacy or related discipline with a minimum six (6) years of progressive work experience in protocol, formality, and conference services with an international organization or governmental agency;
- Knowledge of protocol, formality and custom clearance procedures of ASEAN Member States;
- Ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines;
- Commitment to collaborative work practices;
- Sound oral and written communication skills and interpersonal skills, including experience in cross-cultural environment and international settings;
- Proven skills in problem solving in a complex organisational environment;
- Ability to multi-task, work long and irregular hours, and perform tasks outside the usual job scope;
- Experience in coordinating and managing complex logistics for VIP/high level delegation visits, meetings, conferences, and special events.
- Demonstrated ability to assume responsibility for assignments from conception to completion.
- Good command of English - ability to write and speak clearly and effectively;
- High degree of probity and integrity;
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.
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 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 Assistant Director CSPF.

Application documents should reach the ASEAN Secretariat by **12 January 2020**. 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.

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