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

SENIOR OFFICER
LABOUR & CIVIL SERVICES 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 for Labour & Civil Service Division.
**Duties and Responsibilities:**
Reporting to the Assistant Director/Head of Labour & Civil Service Division, the Senior Officer shall be responsible to:

1. **Coordinate the operational activities of the Division in the area of labour and migrant workers as well as civil service matters**
   - Coordinate and provide support with regard to the implementation & monitoring of the strategic programmes or work plans, project and activities in the two ASEAN sectoral areas.
   - Provide supervision and coaching to subordinates to ensure timely and quality of work and their professional development.
   - Provide substantive feedback and consult with the Head of Division on matters for betterment of the sectoral work.
   - Prepare information, materials and publications for public dissemination through the ASEAN Website and other means in consultation with Community Relation Division and other relevant ASEAN Secretariat's Directorates and Divisions;

2. **Provide policy and technical inputs and recommendations**
   - Provide inputs to other Divisions of the ASEAN Secretariat, particularly on the up-to-date information on the ASEAN cooperation on labour and migrant workers and civil service matters and cross-sectoral issues under purview, with the Head of the Division informed of the essential developments.
   - Coordinate the updates of progress against sectoral work plans (and similar documents) including the ASCC Blueprint, and provide reporting inputs to the respective ASEAN sectoral bodies.
   - Coordinate with other ASEAN sectoral bodies (through ASEC’s desk officers) on cross-sectoral issues and relevant decisions relevant to other bodies.
   - Negotiate and initiate collaborative activities with other relevant organisations.

3. **Coordinate and provide the required support for the development, implementation and evaluation of programmes and/or projects in support of the ASCC, particularly in the areas under the Division’s purview**
   - Contribute to the development and finalisation of the strategic plans, sectoral programmes and proposals by ensuring result-orientation and quality of design, which require the position holder to develop project concepts/ideas.
   - Appraise, plan and execute the activities of the strategic programmes or work plans in respective areas under purview.
   - Liaise with the project consultants or implementing agency for project coordination and implementation.
   - Coordinate the update of status of project funds from donors according to planned/estimated costing of activities, and the status of the Project Financial Report.
4. Service the relevant bodies of the ASEAN Socio Cultural Community (ASCC)

- Represent the ASEAN Secretariat and serve as a resource person at meetings of relevant ASEAN sectoral bodies as well as meetings of other organisations under purview (become a speaker, facilitator or moderator of a workshop/conference).
- Support and contribute to the ASEAN sectoral bodies with respect to their meetings by ensuring the development and production of documentation and written materials related to the meeting, such as Agendas, Information Papers, Concept Papers, and other communication materials.
- Prepare Meeting Reports of the Ministerial/Senior-Official Meetings and workshops as requested.
- Provide support for the attendance of ASEAN Secretary-General/Deputy Secretary-General at meetings/events organised by ASEAN, other international organisations, or Dialogue Partners, which include: writing of talking points or speeches that cover/carry some policy recommendations or regional responses to issues raised.
- Coordinate the follow-up actions to decisions and agreements made at ASEAN Meetings.
- Coordinate with the ASEAN bodies (through ASEC’s Desk Officers) on cross-sectoral issues, to follow-up work relevant to other bodies and to update relevant decisions.

Qualifications and experience:

- Advanced university degree (Master’s or equivalent degree) in Social Sciences, Economics, or other relevant discipline, with a minimum of three (3) years extensive supervisory experience and proven working experience in areas of work of the Division.
- Bachelor’s degree in a related discipline with at least five (5) years working experience in the relevant field, shall also be considered.
- High-level technical skills and knowledge in area of responsibility.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff, and work effectively with people at all levels of the organization.
- Demonstrated ability to plan and organise multi tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated sound oral communication, presentation and writing skills.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders and interpersonal skills, including experience in cross-cultural environment and international setting.
- Demonstrated commitment to 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 and healthy condition for frequent travels for work.
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’s and Master’s 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 - Senior Officer for Labour & Civil Service Division.

Application documents should reach the ASEAN Secretariat by 15 February 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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