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

SENIOR OFFICER
CULTURE AND INFORMATION 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 Culture and Information Division.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Culture and Information Division, the Senior Officer shall be responsible to:

1. **Provide research and substantive analysis to support policy recommendations, technical advice and initiatives to the respective sectoral bodies’ work plans/programmes to promote cooperation in culture and information sectors, especially in the areas of information and media**
   - Provide research and substantive analysis that can be used to support policy recommendations, technical advice and initiatives on the above matters including providing input to the drafting of sectoral work plans (or similar documents) and any agreements.
   - Coordinate and monitor the reporting input on the status of the above sectoral work plans to the ASCC Analysis and Monitoring Divisions (AMD), and Programme Cooperation & Project Management Division where required.
   - Assist in coordinating with other Divisions across the 3 Community Pillars on cross-sectoral issues including to support the implementation of the ASEAN Culture of Prevention.
   - Work with relevant divisions including the Community Relations Division to develop effective outreach strategies in promoting and branding ASEAN identity.
   - Liaise with ASCC AMD in the development of the M&E framework and indicators for the two sectors.
   - Monitor, synthesize and distil key information on relevant policy developments at the regional and international levels.

2. **Coordinate and provide technical support on the development, implementation and evaluation programmes and/or projects in support of the ASEAN Socio-Cultural Community (ASCC) and the ASEAN Community**
   - Coordinate the development programmes and/or projects, and provide technical support where necessary to drive initiatives in the promotion of ASEAN identity and awareness.
   - Provide suggestions and ideas for projects and activities that can enhance the ability of the information and media, culture and arts sectors in disseminating information to the public about ASEAN, as well as on addressing other strategic issues relating to both sectors.

3. **Funding mobilization and funds management**
   - Assist to manage disbursements of the ASEAN Cultural Fund.
   - Coordinate and assist in mobilization of funds to implement the approved work plans/programmes and projects.
4. Coordinate and provide technical support to promote ASEAN and its contribution in the implementation of global agenda, such as the 2030 UN SDGs
   - Represent the ASEAN Secretariat and serve as a resource person when required.
   - Coordinate and/or manage operational linkages with associated ASEAN bodies, dialogue partners, private sector and other institutions to further strengthen cooperation in culture and arts, information and media, and to promote ASEAN and its contribution in the implementation of global agenda, such as the 2030 UN SDGs.

5. Other duties
   - Coordinate, supervise, and assist to manage tasks and activities of staff, including compilation of technical inputs and prepare relevant documents including briefing notes, talking points, media release and presentations for the meetings.
   - Coordinate and provide support in meetings, including preparing information papers and meeting reports, and assisting the hosting institutions on substantial matters.
   - Provide feedback on the performance of officer/associate officer.
   - Coordinate input to, and assist to manage, budget of the Division.
   - And other duties when required.

Qualifications and experience:
   - Advanced or Bachelor degree in relevant discipline, e.g. Media and Broadcasting Management, Humanities, Public Policy, Public Administration, Communications, Journalism, International Relations/Studies, Management or an appropriate related field.
   - A minimum five (5) years work experience with Bachelor degree or three (3) years with Advanced degree, with strong background in communication and media or arts and culture, and/or international relations in both government sector and/or private sector.
   - Sound and robust analytical skills, with competency to synthesise, process information and develop them effectively into reports or other knowledge products.
   - Ability to write competently, with excellent command of English, written and spoken.
   - Ability to conceptualise and develop ideas into pragmatic programme for effective implementation
   - Extensive experience in message and program development, with a proven track record of managing multiple projects.
   - Strong media and social media acumen to communicate with diverse audiences across multiple channels, including traditional, new media and digital platforms.
   - Ability to work effectively in a team, and at same time, able to work independently with minimal supervision where appropriate.
   - A keen interest in the arts and culture, information and media sectoral developments.
   - Proven experience in research, project management, public policy development, and in working closely with government officials.
   - Experience in cross-cultural environment and international settings is an advantage.
Demonstrated good interpersonal skills, ability to develop and maintain sound working relationships with public and private sector organizations, stakeholders and partners, and work effectively with people at all levels of the organisations.

- Competency in computer skills with adequate knowledge of Microsoft Office applications.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Willing 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 Culture & Information.

Application documents should reach the ASEAN Secretariat by 12 March 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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