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

ASSISTANT DIRECTOR/HEAD OF
ASEAN SOCIO-CULTURAL COMMUNITY (ASCC) MONITORING 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 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 Assistant Director/Head of ASEAN Socio-Cultural Community (ASCC) Monitoring Division. This position reports to Deputy Secretary-General of ASEAN for ASEAN Socio-Cultural Community.
Duties and Responsibilities:

Reporting to the Deputy Secretary-General of ASEAN for ASEAN Socio-Cultural Community, the duties of the Assistant Director/Head of ASCC Monitoring are listed below, but not limited to:

1. Implementing the Division’s priorities, research and analytical work
   - Plan, manage, and approve priorities and activities of the Division and staff.
   - Provide guidance/direction for staffs on professional matters.
   - Foster teamwork and collaboration within the Division, and with Analysis Division for research and analytical work.
   - Conduct mapping exercise, provide training opportunities for individual staff and technical assistance for AMS and ASEC staff in order to strengthen their research capacities.
   - Manage effectively all resources of the Division, including human, financial, and physical resources.
   - Participate in and contribute to inter-Division, Directorate and Department management meetings.
   - Coordinate with all ASCC divisions in preparing and submission of ASCCD-wide inputs for the ASSC Blueprint Report, the ASEAN Annual Report, the SG Report to ASEAN Summit, and the ASCCD operating budget, Research Papers on ASCC matters, amongst others.

2. Providing policy and technical advice and promoting cooperation with research organisations
   - Provide policy and technical advice relevant to M&E (e.g. results-based monitoring and review), promote cooperation with research organisations, and provide input into the drafting of sectoral workplans (and similar documents) and their respective monitoring and evaluation/analysis exercises;
   - Assist with project development, implementation and review, as and when requested, by providing technical input into programmes, projects and research opportunities with research institutions and think tanks, etc. (for example as technical resource persons for workshops).
   - Share inputs and advice to the ASCC Analysis Division and other requesting divisions and offices on areas needing research, further study and analysis based on the results of monitoring and review of the ASCC Blueprint and compliance monitoring of relevant declarations and agreements.

3. Overseeing the development and implementation of the M&E System and related initiatives to M&E
   - Initiate the conceptualisation, development of project proposal, mobilise resources and conduct activities for the development and deployment of the ASCC M&E System, including its framework, guidelines, tools, and capacity building.
   - Coordinate with dialogue and development partners, international organisations and donors where necessary, think tanks and other stakeholders for programmes and/or projects to support the implementation of the M&E System.
   - Prepare and submit reports resulting from the regular monitoring of the ASCC Blueprint, Declarations and Agreements, as well as from the Mid-Term Evaluation and End-of-Term Evaluation of the ASCC Blueprint.
4. **Servicing the relevant bodies of the ASEAN Socio Cultural Community**
   - Ensure that concerned ASEAN Bodies are provided with appropriate substantive and administrative support as required.
   - Serve as the focal point and effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders, on areas according to its mandate, drawing on input from other Divisions as necessary.
   - Represent the ASEAN Secretariat at ASEAN and international forums as required.

**Qualifications and experience:**
- At least a Master’s Degree (PhD preferable) with strong research and analytical skills in Development Studies, Public Policy/ Administration, Social Sciences, Economics, or other appropriate specialist discipline related to the areas of work of ASCC.
- Extensive experience in research and evaluation of complex issues with a minimum of six (6) years high-level experience in a recognized specialized field.
- Solid understanding of international and regional issues. Knowledge of ASEAN is an advantage.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, physical and human resource management skills
- Strong corporate, strategic and business planning skills.
- Strong leadership, management and administration capabilities.
- Strong interpersonal, negotiation and communication skills, including experience in cross-cultural environments 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.
- 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 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 ASCC Monitoring Division.

Application documents should reach the ASEAN Secretariat by 31 July 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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