



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

**SENIOR OFFICER
ASEAN CONNECTIVITY 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 Community Vision 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 Master Plan on ASEAN Connectivity (MPAC) 2025 adopted at the 28th ASEAN Summit on 6 September 2016 seeks to add value by complementing and synergising efforts under the ASEAN Community Blueprints 2025 and ASEAN sectoral work plans.

The ASEAN Secretariat was established in 1976 by the Foreign Minister of ASEAN with basic functions 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 centre 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 **Senior Officer ASEAN Connectivity Division**.

Duties and Responsibility:

Reporting to the Director/Head (DIR) and Assistant Director (ADR) of the ASEAN Connectivity Division, Office of the Secretary-General, the Senior Officer shall be responsible to:

- Coordinate and work with the relevant ASEAN Sectoral Bodies, through the respective operational/sectoral divisions, ASEAN Dialogue Partners (DPs) and other external parties (OEPs) in translating ASEAN Connectivity related or MPAC 2025 initiatives into project proposals.
- Manage ASEAN Connectivity related or MPAC 2025 projects and activities, including liaising with project consultants or implementing agency, and lead the overall coordination of the project implementation process.
- Provide support to the ASEAN Connectivity Coordinating Committee (ACCC) and related meetings, as well as related work and activities, including the ACCC Consultation with DPs and OEPs on Connectivity.
- Support the DIR and the ADR in liaising with DPs and OEPs, including those under ASEAN Plus Three (APT) and East Asia Summit (EAS) mechanisms, as well as the relevant sub-regional arrangements.
- Support the DIR and ADR in managing the overall reporting, monitoring, review and evaluation (MRE) and analysis of the progress of ASEAN Connectivity, including the annual progress review of MPAC 2025.
- Provide support to the participation of ASEAN Secretary-General/Deputy Secretaries-General at meetings and events organised by ASEAN, DPs and OEPs (i.e. multilateral development banks, international organisations, private sectors, media and academia), in issues relevant to ASEAN Connectivity or MPAC 2025.
- Coordinate the ASEAN Connectivity digital content and communication products, manage the ASEAN Connectivity microsite, and support outreach activities to create greater awareness of MPAC 2025.
- Contribute to the day-to-day activities and routine tasks.
- Supervise and manage staff's performance and professional development to deliver work of high quality and improve work processes.
- Perform other duties as assigned by DIR and/or ADR.

Qualifications and experience:

- Postgraduate Degree in Economics, Management or other relevant appropriate disciplines in social sciences.
- Extensive supervisory experience in management position. A minimum of three (3) years technical knowledge and experience in areas of MPAC 2025 and/or various aspects of ASEAN Connectivity is highly desirable.
- Bachelor degree with not less than five (5) years relevant experience shall also be considered
- Demonstrated sound logical reasoning, analytical and judgement skills to problem solving, planning, improving work processes and informing policy-making. Ability to apply experience and knowledge to practice in different contexts and work of diverse nature highly desirable.
- Demonstrated ability to provide guidance to staff to deliver high quality work and to work effectively with people at all levels of the organisation.
- Experience in identifying professional and technical development needs of staff, and to provide formal and on-the-job trainings to the staff's endeavour in achieving his/her professional goals.
- Demonstrated sound oral and written communication skills and interpersonal skills. Experience in cross-cultural and international environment highly desirable.
- Demonstrated ability to develop and maintain close and sustainable working relationships with stakeholders at all levels within and outside the organisation.
- Demonstrated ability to nurture high quality cross-sectoral coordination within the organisation and the commitment to collaborative work practices and teamwork.
- 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 to travel.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of USD **3,385** and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalisation & 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 Office ASEAN Connectivity.**

Application documents should reach the ASEAN Secretariat by **23 November 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
- ORS 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.
