



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

**SENIOR OFFICER
EDUCATION, YOUTH & SPORTS 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 Education, Youth & Sports Division**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Education, Youth & Sports Division, the Senior Officer shall be responsible to:

1. Assist in the management of the operational activities of the Division.

- Support the Head of Division in the planning and management of activities of the Division.
- Assist in the fostering of teamwork and collaboration within the Division.
- Conduct first appraisal for Locally Recruited Staff (LRS), and assist in the mapping of professional development activities for individual LRS within the Division.
- Assist the Head of Division in effectively managing the human, financial, and physical resources of the Division.
- Participate in and contribute to Divisional or Directorate management meetings.

2. Provide policy and technical advice to the Head of Division in matters related to education as required.

- Assist the Head of Division in providing policy and technical support to the ASEAN education sector, such as coordinating the development of work plans; building and maintaining relationships with relevant stakeholders; and servicing relevant sectoral bodies and the ASEAN Member States.
- Monitor the progress of the work of the ASEAN education sector against sectoral work plans and similar documents including the ASCC Blueprint; provide reporting inputs to relevant ASEAN divisions/bodies/sectors as well as other non-ASEAN stakeholders.
- Provide technical expertise and participate in official visits organised by ASEAN and/or its Dialogue Partners, either as part of the ASEAN Secretariat/ ASCC Department or as part of a sectoral delegation.

3. Facilitate the development, implementation and evaluation of programmes and/or projects in support of the ASCC, particularly in the education sector.

- Manage, plan and coordinate the full life cycle of programmes and projects.
- Coordinate with international organisations and donors where necessary, for programmes and/or projects funded by external parties.
- Assist with implementation of programmes and projects by providing technical input (for example as technical resource person and/or facilitator for trainings and workshops).

4. Service the relevant bodies of the ASEAN Socio Cultural Community.

- Ensure that ASEAN Bodies are provided with appropriate substantive technical and administrative support as required.
- Serve as focal point and effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders, drawing on input from other Divisions as necessary.
- Draft and develop reports and other strategic documents for the Secretary General, Deputy Secretaries General, Directorate Heads and other senior managers as required.
- Represent the ASEAN Secretariat at ASEAN and international forums and events as required.

Qualifications and experience:

- Advanced/postgraduate degree in education, social sciences, or an appropriate related field.
- Demonstrated supervisory experience, with a minimum three (3) years experience in a relevant specialist field. Bachelor's degree with a minimum of five (5) years relevant work experience in a relevant specialist field shall also be considered.
- Strong background and experience in education policy and planning is an advantage. Experience in coordinating education programmes and projects is highly desirable.
- Proven experience in public policy development and working closely with governments and international organisations.
- Demonstrated skills in analysis and problem solving.
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to work and motivate staff in a complex work environment and work effectively with people at all levels of an organisation.
- Excellent organizational and prioritisation skills: ability to coordinate and manage various stakeholders, to organise multiple and simultaneous tasks, and to deliver quality results within a specified timetable.
- Proven interpersonal, negotiation and communication skills, including experience in cross-cultural environments and international settings.
- Commitment to teamwork and collaborative work practices.
- Demonstrated proficiency in basic office software tools (MS Office suite) and use of relevant IT solutions.
- Proven ability for accuracy **under pressure** and adherence to deadlines.
- Excellent command of English, written and spoken.
- Ability and willingness to travel frequently and on short notice.
- Flexibility to work irregular hours and perform tasks outside of job description as needed.

Remuneration and Benefits:

The 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 transcripts for Bachelor and Master degrees, including PhD (if any), and completed ASEC Employment Application Form** with a recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer EYSD.**

Application documents should reach the ASEAN Secretariat by **31 October 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. The applicant's age shall not be more than 57 years old at time of application.
