



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

**TEAM LEADER
ASEAN – ROK DEVELOPMENT COOPERATION
PROGRAMME MANAGEMENT TEAM (AKPMT)**

Background

ASEAN and ROK have established their sectoral dialogue partnership in 1989. Building upon this partnership in 1990, the ROK government launched the ASEAN-ROK Special Cooperation fund (SCF) with an aim of enhancing people-to-people exchanges. In 1996, the ASEAN-ROK Future-Oriented Cooperation Project Fund (FOCF) was further launched in order to implement cooperation projects in the fields of human resource development, science and technology, governance, culture and sports, etc. The SCF and FOCR were merged into the ASEAN-ROK Cooperation Fund (AKCF) for a bigger volume to design flagship multi-year programmes. Starting from 2019, the annual budget for the AKCF has been increased to 14 million USD.

In order to ensure more effective utilization of the AKCF, ASEAN and the Government of ROK had agreed to set up the ASEAN-ROK Development Cooperation Programme Management Team (AKPMT) in Jakarta.

The objectives of the AKPMT are to jointly formulate and implement AKCF funded programmes/projects together with ASEAN. The AKPMT will be responsible for planning, design, management, implementation and programming of AKCF funded programmes/projects. The AKPMT will report to the Joint Cooperation Committee (JCC) comprised of ASEAN Member States (AMS), the Government of ROK and the ASEAN Secretariat.

The ASEAN Secretariat is looking for a qualified ASEAN or Korean national to fill the **Team Leader** position who will work with the AKPMT.

Duties and Responsibilities:

The **Team Leader** shall be a Director-level position that supports the ASEAN Secretariat and the Government of Korea in the overall management and implementation of AKCF programmes/projects as well as the AKPMT. His or Her duties will include the followings:

- Provide guidelines and advice to potential proponents of programmes/projects when needed
- Design, formulate, and follow-up the AKCF programmes/projects in cooperation with the ASEAN Secretariat, ASEAN Member States, and the Government of ROK.
- Monitor, support, and supervise the overall operations of the AKCF programmes.
- Manage the physical, financial, and human resources of the AKPMT.
- Provide a central point of reference and information with respect to all AKCF-related matters.
- Prepare and submit documents and reports relating to management and implementation of the AKCF programmes/projects to the ASEAN-ROK Joint Cooperation Committee (JCC) and the JCC Working Group (WG).

Requirements:

- Advanced degree (Master's or equivalent degree) and related eight (8) years work experience.¹
- Extensive management experience, with a minimum of seven (7) years in a senior management position.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organizations, and other stakeholders.
- High-level interpersonal, negotiation, and communication skills, including experience in a cross-cultural environment and international settings.
- Excellent command of English, written and spoken.
- High-level analytical skills including use of Microsoft Office applications, and ability to provide clear and concise reports.
- Proficiency in Korean language will be an advantage.

Remuneration:

An attractive lump-sum remuneration at the level of Director of the ASEAN Secretariat will be offered commensurate with the experience and qualifications of the candidate.

The successful candidate will be contracted for three (3) years, inclusive of six (6) months' probationary period. Renewal of contract will be subject to continuation of the project to be agreed by ASEAN Member

¹ASEC considers an advanced degree as an educational qualification earned from a formal and higher education institute and requires at least a bachelor's degree for admission

States and the Government of ROK, taking into account satisfactory performance of the Appointee and agreement among the three parties the Government of ROK, ASEAN Secretariat, and Appointee.

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**, 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 Team Leader AKPMT.**

Application documents should reach the ASEAN Secretariat by **19 March 2021.** 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 at time of application.
