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

ASSISTANT DIRECTOR/HEAD OF
EXTERNAL RELATIONS DIVISION 2

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 External Relations Division 2.
**Duties and Responsibilities:**

Reporting to Director for External Relations Directorate, the duties of the Assistant Director/Head of External Relations Division 2 are listed below, but not limited to:

1. **Manage day-to-day activities of staff supervised by this position.**
   
   - Manage, plan and clear tasks and activities of the staff under this position’s supervision
   - Provide guidance/direction for staff on professional matters.
   - Foster teamwork and collaboration within the Division as well as across Divisions and Directorates.
   - Conduct annual performance appraisals for staff, map training and professional development activities for individual staff.
   - Manage effectively all resources of the Division, including financial, physical and human resources.
   - Participate in and contribute to management meetings of Division and/or Directorate.
   - Provide feedback and suggestions on professional work to the Director of External Relations.

2. **Coordinate relations and development cooperation between ASEAN and Australia, Canada, Chile, EU (including individual Member States of the EU and other European countries which are not formal partners of ASEAN), New Zealand, U.S., UN, and International/Regional Organizations in Latin America and the Caribbean and in the Pacific.** This position also handles the overall coordination of matters related to the appointment of non-ASEAN Ambassadors to ASEAN, and ASEAN Committees in Third Countries.
   
   - Provide policy recommendations on matters related to external relations.
   - Coordinate political dialogue with external parties consistent with ASEAN’s overall external relations priorities:
     - Prepare draft statements, declarations, plans of actions, and similar documents relevant to and arising from those meetings under the purview of External Relations Division 2.
     - Monitor progress of actions agreed between ASEAN and relevant parties as documented in any work plan, plans of actions, and provide advice as necessary.
     - Liaise with non-ASEAN Members in relations to TAC (in coordination with the Political Cooperation Division 2).
     - Provide relevant support to ASEAN Committees in Third Countries (ACTCs).
   - Coordinate development cooperation:
     - Liaise with Programme Cooperation and Project Management Division (PCPMD) on matters related to programmes, projects and funds for cooperation between ASEAN and Dialogue Partners, Sectoral Dialogue Partners, Development Partners and other external parties.
     - Act as focal point for initial policy discussions regarding funding for projects.
     - Monitor and resolve policy issues arising from the implementation of cooperation programmes and projects with Dialogue Partners, Sectoral Dialogue Partners.
     - Development Partners and other external parties (in cooperation with PCPMD).
   - Attend and service ASEAN meetings with Australia, Canada, Chile, EU (including individual Member States of the EU and other European countries which are not formal partners of ASEAN),
New Zealand, U.S., UN, and International/Regional Organizations in Latin America and the Caribbean and in the Pacific.

Qualifications and experience:
- Advanced university degree (Master’s or equivalent degree) preferably in External Relations, Political Science, Economics, Management, or other appropriate specialist discipline, with a minimum of six (6) years relevant high-level experience within a senior management position in a recognised specialised field, and extensive supervisory experience.
- Sound corporate, strategic and business planning skills.
- Proven experience in research, public policy development and negotiation, and in working closely with government officials.
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, physical and human resource management skills.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders.
- Commitment to teamwork and collaborative work practices.
- 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.

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 ER2.

Application documents should reach the ASEAN Secretariat by 22 August 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

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