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

SENIOR OFFICER EAST ASIA SUMMIT (EAS) UNIT
EXTERNAL RELATIONS DIVISION 1

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 East Asia Summit (EAS) Unit under the External Relations Division 1.
Duties and Responsibilities:
Reporting to the Assistant Director/Head of External Relations Division 1, the Senior Officer shall be responsible to:

1. Manage and facilitate political and development cooperation under the EAS framework
   - Provide support as a general resource person on political and development cooperation under the EAS framework
   - Prepare discussion papers, information documents and other resources as required

2. Support ASEAN bodies under APSC pillar with respect to EAS meetings (EAS Leaders’ Meetings, EAS Foreign Ministers’ Meeting, EAS Senior Officials’ Meeting, EAS Ambassadors’ Meeting)
   - Prepare necessary documents for and as follow-up to meetings (document kits, summary records, matrixes of follow-ups)
   - Prepare necessary internal documents for meetings (ASEAN Secretariat’s document kits including briefing notes and talking points)
   - Attend and support the drafting sessions of outcome documents for East Asia Summit, EAS Foreign Ministers Meeting and other relevant EAS meetings.
   - Represent the ASEAN Secretariat at meetings where appropriate

3. Coordinate cross-cutting issues in the political cooperation under the EAS framework

4. Coordinate EAS project/activities
   - Coordinate project/activities under the EAS cooperation.
   - Formulate/reformat project/programme proposals and mobilise funding support
   - Manage and monitor the implementation of project/programme activities.

5. Monitor and support the operation of the EAS website.
Qualifications and experience:
- Advanced university degree (Master’s or equivalent degree) in External Relations, Political Science, Economics, Management or other appropriate specialist discipline with a minimum of three (3) years of high-level experience in a recognized specialized field; or a Bachelor with not less than five (5) years’ experience.
- Preferably has extensive supervisory experience, with management position and good knowledge and technical skills in the area of responsibility
- Demonstrated skills in problem solving, planning and development of policies and procedures
- Demonstrated sound oral and written communication skills and excellent interpersonal skills
- Demonstrated ability to plan and organise tasks and workflows, ensure accuracy under pressure and adhere to deadlines
- Demonstrated commitment to collaborative work practices
- Excellent command of written and spoken English
- Competency in computer skills including Microsoft Office and Outlook

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 EAS Unit.

Application documents should reach the ASEAN Secretariat by 7 February 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. The applicant’s age shall not be more than 57 years old at time of application.

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