



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

**SENIOR OFFICER
EXTERNAL RELATIONS DIVISION 3**

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 External Relations Division 3**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of External Relations Division 3, the Senior Officer shall be responsible to:

- 1. Provide support to ASEAN in facilitating ASEAN-India Dialogue Relations, ASEAN Secretariat (ASEC)'s coordinatorship for and ASEAN's relations with the existing and new Sectoral Dialogue Partnership (SDP) and Development Partnership (DevP), including with Pakistan, Turkey, Italy, among others, and ASEAN's relations with countries and regional organisations in Central and South Asia, Middle East and Africa; and maintain communication and coordination with the ASEAN Committees in Third Countries and Regional/international Organisations (ACTCs) in afore-mentioned geographical areas:**
 - Prepare relevant documents such as briefing notes, talking points and presentations for meetings;
 - Coordinate and organise meetings;
 - Prepare meeting reports;
 - Undertake follow-up actions on decisions made by the meetings with relevant internal and external parties under the above-described purview;
 - Communicate and coordinate with focal points and relevant stake holders under the above-described purview;
 - Provide support and assistance to other Departments/Divisions of the ASEAN Secretariat in its role as Coordinator for SDPs and DevP, as assigned by Deputy Secretary-General for ASEAN Political-Security Community.

- 2. Manage and provide support for implementation of programmes, projects and cooperative activities under the frameworks of the ASEAN-Russia Dialogue Relations, existing and new SDPs, DevPs , including Pakistan, Turkey and Italy, among others; and with countries and regional organisations in Central and South Asia, Middle East and Africa:**
 - Formulate, appraise, implement and/or monitor implementation of programmes/projects under relevant Plans of Action/Work Plans;
 - Liaise with ASEAN Member States and relevant external partners and stake holders for appraisal and approval process of projects/programmes/cooperative activities;
 - Maintain and update project database under the above-described purview.

- 3. Facilitate and coordinate requests from ASEAN Member States, and relevant external parties in the above-mentioned frameworks under the above-described purview.**

Qualifications and experience:

- Advanced university degree (Masters or equivalent degree) preferably in International Relations, Political Science, Economics, Management, or other appropriate specialist discipline, with a minimum of three (3) years of professional experience in a recognised specialised field and extensive supervisory experience, within senior management position;
- Bachelor degree in any (or more) of the above specialist discipline(s) with five (5) years of qualifying work experience may also be considered;
- Good knowledge and technical skills in the area of responsibility;
- Demonstrated skills in problem solving, planning and development of policies and procedures;
- Demonstrated skills in analysis, problem solving, planning and development of policies and procedures;
- 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 organization;
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Excellent command of English, written and spoken;
- Competency in computer skills, including Microsoft Office and Outlook

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,385** and 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 Officer ERD 3.**

Application documents should reach the ASEAN Secretariat by **12 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 old at time of application.
