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

SENIOR OFFICER EXTERNAL RELATIONS DIVISION 3
(ASEAN-SWITZERLAND and ASEAN-NORWAY SECTORAL DIALOGUE RELATIONS)

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 under the 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’s Sectoral Dialogue Relations and Development Partnerships with existing partners, e.g. with Norway, Switzerland and France as well as new partners in the future, and ASEAN’s relations with countries and regional organisations in Western Europe, and maintain communication and coordination in the ACTCs in Western Europe.
   - 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 under purview with relevant internal and external parties;
   - Communicate and coordinate with focal points and relevant stakeholders 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 Development Partners, as assigned by Deputy Secretary-General for ASEAN Political-Security Community Department (DSG APSCD).

2. Manage and provide support for formulation of action plans/work plans, implementation of programmes, projects and cooperative activities under the frameworks of ASEAN’s relations with existing and new Sectoral Dialogue Partnerships and development partnerships, including with Norway, Switzerland and France, among others; with countries and regional organisations in Western Europe.
   - Support formulation of action plans/work plans under the above-described purview.
   - Formulate, appraise, implement and/or monitor programmes/projects under relevant plans of action/work plans;
   - Liaise with ASEAN Member States, relevant external partners and stakeholders for project appraisal and approval procedures;
   - Maintain and update project database under the above-described purview.
Qualifications and experience:
- Advanced university degree (Master’s or equivalent degree) in International 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.
- High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated ability to conduct both formal and on the job training, and foster the career development goals of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.

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 ERD 3 Switzerland Norway.

Application documents should reach the ASEAN Secretariat by **28 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](http://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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