



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

**SENIOR OFFICER  
SECURITY COOPERATION 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 at the Security Cooperation Division 1** with the primary responsibility of supporting the work of the ASEAN Ministerial Meeting on Drug Matters (AMMD).

### **Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Security Cooperation Division 1, the Senior Officer shall be responsible to:

#### **1. Service the Sectoral Bodies and ASEAN's initiatives under the job's purview, i.e. the AMMD meetings and activities.**

- Prepare discussion papers, background information papers, guidelines, briefing notes and talking points, speeches and other resources as requested.
- Coordinate preparation of substantive meeting documents such as draft provisional agenda, joint declarations, concept papers and meeting reports.
- Provide advice to Chair/Co-Chairs on preparations, arrangements, and procedures for meetings of the AMMD cooperation activities through correspondence with the ASEAN Member States.
- Serve as a resource person in meetings of the AMMD cooperation activities and other relevant activities within and outside ASEAN.
- Coordinate follow-up action to decisions and agreements made in meetings of AMMD cooperation activities.
- Assist in facilitating communication and coordination with and among relevant internal and external parties.

#### **2. Provide policy and coordination support for matters related to the AMMD cooperation activities.**

- Coordinate and provide inputs to other divisions in the ASEAN Secretariat related to the progress of implementation of ASEAN's commitments and agreements, such as the APSC Blueprint, ASEAN-Dialogue Partners plans of action, ASEAN Summit joint declarations on issues related to ASEAN cooperation on combating illicit drugs activities.
- Coordinate with other divisions on cross-cutting issues being addressed under the AMMD cooperation activities.

#### **3. Manage projects/activities under the AMMD cooperation activities.**

- Review draft project proposals, terms of reference of experts and outputs by the experts.
- Coordinate appraisal and approval of project proposals with project proponents, ASEAN Member States, Dialogue Partners, Sectoral Bodies and relevant divisions in the ASEAN Secretariat.
- Liaise with ASEAN Member States, Dialogue Partners and other stakeholders to ensure implementation of projects within the agreed timeline.
- Formulate/reformat projects/programme proposals and mobilise funding support.
- Manage and monitor the implementation of projects/programme activities within the agreed timeline.

#### **4. Provide operational coordination support for the Division/Directorate/Department.**

- Assist the Head of Division in providing support, information, talking points, briefing notes to the Secretary-General and his/her deputies, particularly in his/her meetings with external parties on issues related to cooperation to combat illicit drugs and transnational crime.
- Assist the Head of Division in the preparation of the annual budget.

- Supervise and coach Officers for AMMD Matters to ensure timely and quality work and their professional development.
- Oversee the management of AMMD/ASEAN Senior Officials on Drug Matters (ASOD) sections of the ASEAN Website.
- Organise and coordinate meetings on security cooperation at the ASEAN Secretariat.
- Coordinate and collaborate with ASEAN Member States, Dialogue Partners, the United Nations agencies and other International/Regional Organisations.
- Perform other tasks as assigned by the Head of Division.

**Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Criminology, Strategic Studies, International Relations or other appropriate specialist discipline, or a combination of formal qualifications in two or more of these areas, and with a minimum of three (3) years of professional experience in a related field.
- Experience from a national government agency responsible for combating illicit drugs and transnational crime, or from a transnational crime related portfolio of an international or regional organisation would be an advantage.
- High level technical skills and knowledge in the relevant area or the demonstrated ability to quickly acquire them.
- Demonstrate skills in problem solving, planning and development of policies and procedures.
- Demonstrates ability to plan and organise tasks and work flow, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Sound knowledge of and experience in project management and monitoring and evaluation (M&E).
- Excellent oral and written communication skills, interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrates commitment to collaborative work practices and ability to develop and maintain sound working relationships with stakeholders.
- 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.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Excellent command of English, written and spoken.

**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](mailto: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 Security Cooperation Division 1.**

Application documents should reach the ASEAN Secretariat by **18 December 2020**. 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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