



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

**SENIOR OFFICER
STANDARDS & CONFORMANCE DIVISION**

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 **Senior Officer Standards & Conformance Division**. This position reports to Assistant Director/Head of Standards & Conformance Division.

Duties and Responsibilities:

- 1. Coordinate and support the meetings in the area of Standards, Technical Regulations and Conformity Assessment Procedures (STRACAP)**
 - Provide support on the development and implementation of programmes/initiatives
 - Monitor and coordinate meetings to facilitate discussions and negotiations
 - Provide support as a resource person

- 2. Coordinate activities and provide required support for the implementation of programmes and projects funded by Dialogue Partners in this area**
 - Provide input on the development of technical assistance programmes with FTA or Dialogue Partners
 - Support the monitoring and implementation of technical assistance programmes
 - Review the implementation of programmes and recommend follow-up actions in line with needs

- 3. Support the ASEAN bodies with regards to sectoral meetings**
 - Prepare agenda and/or report of the meeting for adoption
 - Prepare and present policy papers
 - Provide support as a resource person for the meeting
 - Prepare mission reports and follow-up actions

- 4. Disseminate information as required**
 - Speak at seminars, workshops and training courses as required
 - Respond to enquiries from researchers, public/private sectors, other sectoral bodies and other stakeholders
 - Prepare Press Releases, speeches, presentations materials as necessary.

Qualifications and experience:

- Advanced University degree in Management, Economics, or other appropriate specialist discipline such as Science based, with a minimum of three (3) years relevant working experience in the field of standards, technical regulations, conformity assessment, and/or metrology areas; or Bachelor degree with five (5) years relevant working experience in the field of standards, technical regulations, conformity assessment, and/or metrology areas
- Extensive supervisory experience, within management position
- 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 work and motivate staff in a complex work environment; and work effectively with people at all levels of an organisation
- 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

- 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
- 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 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 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 Standards & Conformance Division.**

Application documents should reach the ASEAN Secretariat by **17 October 2018.** 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
- ORS 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.
