



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

SENIOR OFFICER ENVIRONMENT 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 Community Vision 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 Minister of ASEAN with basic functions 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 centre 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 Environment Division**.

Duties and Responsibilities:

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

1. Assist the Head of the Division in policy initiatives and coordination

- Coordinate the development of policy initiative, strategies, and framework, particularly on climate change, emerging environmental issues, and cross-sectoral issues, to support programmes and/or projects in collaboration with ASEAN Dialogue Partners and international organisations.
- Coordinate responses to queries from member states and external sources on matters related to ASEAN cooperation on environment and disaster management.
- Prepare background papers, briefs, reports and updates, and provide substantive inputs concerning environment and disaster management matters.

2. Manage and coordinate the activities and provide the required support for the implementation and monitoring of programmes and/or projects

- Assist in planning, monitoring and evaluation of ASEAN priority programmes and projects related to environment.
- Coordinate ASEAN regional activities in promoting environment sustainability programmes.
- Represent the ASEAN Secretariat and serve as a resource person in meetings with ASEAN bodies and other relevant organisations in the environment sectors.
- Assist in formulating programmes and projects to secure funding and technical support for the implementation of ASEAN priority programmes and projects.
- Assist in strengthening resource mobilisation and partnership development.

3. Manage and coordinate information management

- Manage and coordinate overall information management, exchange and dissemination system within the Division, with other relevant divisions, and with sectoral body(ies) under Environment as appropriate.
- Oversee and manage the ASEAN Environment and Haze websites.
- Oversee and manage project/programme database and document centre.
- Oversee and manage communication and promotion strategy to promote environment knowledge hub.
- Write and produce dissemination materials.

- Gather and collate information on global environment trends.
- Maintain records and documentation of activities, decisions and initiatives with regards to regional cooperation in the area of environment.

4. Support the Head of the Division in undertaking the substantive work of the Division

- Provide effective supervision and coaching to supervised staff to ensure their competency and continuing professional development.
- Provide inputs to the Head of the Division in conducting performance appraisal for the subordinates.
- Undertake any other relevant tasks as may be required.

Qualifications and experience:

- Advanced university degree (Master's degree or above) with strong academic qualification in Environmental Studies, Natural Resource Management, Forestry, or another appropriate specialist discipline with extensive supervisory experience within management position with a minimum of three (3) years high-level experience in a recognised specialised field, or
- Bachelor degree in one or combination of the above relevant area of study or disciplines, with a minimum of five (5) years qualified experience in a recognised specialised field.
- High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills and experiences on information management system, database development/management, web development, web design and visual communication.
- 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.

- 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.
- Work within the core values of the ASEAN Secretariat.
- Ability to travel.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,639** 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's 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 Environment.**

Application documents should reach the ASEAN Secretariat by **27 April 2022.** The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC employment Form can be downloaded at: <https://asean.org/careers/>
