



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

**SENIOR OFFICER TRANSPORT
INFRASTRUCTURE DIVISION**

Background:

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organisation founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and social progress. It comprises the ten countries of Southeast Asia.

The entry into force of the ASEAN Charter on 15 December 2008 had provided new impetus to ASEAN's integration efforts by establishing a legal and institutional framework required to achieve the ASEAN Community by 2015. This includes the newly approved organisational structure of the ASEAN Secretariat that is aligned to the requirements of the Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC), and the ASEAN Socio-Cultural Community (ASCC). The ASEAN Secretariat is therefore well positioned to provide the necessary functions required to effectively support the community building process under the Charter and the Blueprints.

Currently the ASEAN Secretariat is looking for a qualified candidate to fill the position of Senior Officer Transport, under the Infrastructure Division; Finance, Industry & Infrastructure Directorate; ASEAN Economic Community Department. This position shall work in close cooperation and consultation with, and report directly to the Head of Infrastructure Division.

Duties and Responsibilities:

The duties will cover, but are not limited to the following:

1. Provide policy and technical advice and recommendations by undertaking research work and preparing policy papers to support the formulation and implementation of ASEAN regional integration policy in transport, including providing inputs into the development of sectoral work plans (and similar documents) and agreements.
2. Facilitates discussions and negotiations among ASEAN Member States.
3. Monitor the implementation of sectoral work plans (and similar documents) and compliance with ASEAN agreements in the transport sector.
4. Manage and coordinate the activities and provide the required support for the development, implementation and monitoring of programmes and/or projects in transport:
 - Propose/formulate project/activities
 - Involve in the preparation of project proposals
 - Assist in mobilising resources for the implementation of programmes/projects
 - Monitor and report the implementation of programmes/projects
5. Provide support in the development and implementation of programmes/activities of cooperation between ASEAN and external parties, including ASEAN Dialogue Partners, international organisations and the private sector, in the field of transport:
 - Initiate future work plan and key activities
 - Propose and implement joint agreements, programmes and activities with the external parties
 - Liaise with the external parties
6. Promote ASEAN transport sector by preparing promotional materials and taking part in speaking engagement at national, regional and international events as required.
7. Support the ASEAN bodies with respect to meetings:
 - Prepare the necessary documents required for the meetings
 - Act as a resource person and facilitator at meetings
 - Represent the ASEAN Secretariat at meetings as required
 - Assist the hosting organisations in preparing for meetings

Qualifications and experience:

- Postgraduate degree in Management, Economics, or other appropriate specialist discipline;
- Extensive supervisory experience, within management position with a minimum six (6) years high-level experience in a recognised specialised field;
- Sound experience in public policy development and negotiation,
- Good corporate, strategic and business planning skills;
- Strong leadership and strong administrative capabilities;
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals;
- High-level interpersonal, negotiation and communication skills, including experience in cross cultural environment and international settings;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Commitment to teamwork and collaborative work practices;
- Excellent command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position;

Remuneration and Benefits:

Successful candidate will be offered an attractive remuneration package including housing, outpatient medical reimbursement, hospitalization insurance, education of dependent children 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. Successful candidate is expected to be on-board as soon as possible.

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, including a recent passport-sized photograph and certified true copies of educational certificates obtained, and completed Employment Application Form, which can be downloaded at www.asean.org.

Incomplete applications will not be considered.

Please indicate on the subject heading: **Application for Senior Officer Transport.**

Application papers should reach the ASEAN Secretariat by **20 October 2015.**

The Selection Committee's decision is final and only shortlisted candidates will be notified.
