



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

**ASSISTANT DIRECTOR
ADMINISTRATION & GENERAL AFFAIRS 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 in November 2015. Along with the ASEAN Community Vision 2025, also adopted at the same Summit, they call 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 Leaders also looked forward to the adoption of the Master Plan on ASEAN Connectivity (MPAC) 2025.

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 **Assistant Director Administration & General Affairs Division**. This position reports to Director for Corporate Affairs Directorate.

Duties and Responsibilities:

1. General Management of the Division:

- Provide guidance/direction for staff on professional matters.
- Foster teamwork and collaboration within the Division.
- Conduct annual performance appraisals for staff, map training and professional development activities for individual staff.
- Manage effectively all resources of the Division, including human, financial, and physical resources.
- Monitor the utilization of the Division's budget.
- Participate in and contribute to Divisional or Directorate management meetings.
- Manage, supervise, plan and approve tasks for Divisional staff in line with the strategic direction and policies of ASEC.
- Prepare and present proposals to Management, CPR-WG and CPR (Committee of Permanent Representatives to ASEAN).
- Handle staff complaints on all matters related to administration and general services.

2. Provide policy recommendation, technical advice and oversee the implementation of administrative rules and procedures

- Oversee the implementation of existing administrative policies and procedures covering ticket/hotel bookings, security services, facilities and premises management, vehicle fleet management, procurement, official local/international mailing couriers and telephone switchboard.
- Provide advice and inputs in development or improvement of administrative procedures/control mechanism.
- Develop, monitor and improvise continuously the standard operating procedures related to ASEC operations covering security, premises, conference rooms, fixed-assets maintenance, and procurements.

3. Oversee and manage office facilities, space, building maintenance, conference services, procurement and vendors, security, premises, fixed assets/properties

- Plan future space utilisation.
- Ensure proper logistic arrangements and support to all events e.g. venue arrangement and decoration at the ASEC premises or other specified places for events involving VIP and public visits.
- Ensure sound procurement system (goods and services) is in place including overseeing the requests for quotation/tendering proposals.
- Ensure the maintenance, record and repairs of building (including insurance), landscaping, cleaning services, vehicles, office facilities and equipment are done regularly and properly.
- Ensure all communications and documents delivery systems are in place to effectively support the operations of ASEC.
- Ensure Secretary-General (SG)'s residence is well maintained and secured
- Ensure proper management of fixed assets and office stationeries.

4. Other Duties

- Develop, maintain and implement the ASEC protocol and formality procedures.
- Provide advice on protocol and formality related matters for the effective operations of ASEC.
- Oversee matters related to visa, formality and custom clearance for all ASEC's personnel/project staff.
- Perform other duties as assigned by the Director of Corporate Affairs and/or higher authorities of the ASEAN Secretariat.

Qualifications and experience:

- Advanced degree in Business Administration, Management, or relevant discipline.
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in a recognised specialised field.
- Proven experience in public policy development and negotiation, and in working closely with government officials.
- Proven leadership and strong administrative capabilities.
- High-level interpersonal and communication skills, including experience in cross cultural environment and international settings.
- Familiarity with the working of international organizations and diplomatic procedures and protocols therein.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Proven ability for accuracy and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of USD 4,841 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 **complete ASEC Employment Application Form** attached with recent photograph. Applications sent without the three documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Assistant Director Admin & GA.**

Application documents should reach the ASEAN Secretariat by **10 November 2017**. 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
