



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

**ASSISTANT DIRECTOR/HEAD OF
ENVIRONMENT DIVISION**

Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of establishing a firm foundation for common action to promote regional cooperation in South East Asia in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. It comprises ten (10) countries of Southeast Asia. ASEAN was proclaimed a Community through the Declaration signed by the ASEAN Leaders during the 27th ASEAN Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, working towards 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 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 **Assistant Director/Head of Environment Division**. This position shall work with and report directly to the Director of Sustainable Development of the ASEAN Socio-Cultural Community (ASCC) Department, and under the guidance of the Deputy Secretary-General of ASEAN for ASCC

Duties and Responsibilities:

1. Provide policy coordination and technical advice/support

- Provide policy coordination and technical advice/support on ASEAN environmental cooperation, including promoting environment sustainability to contribute to sustainable development, among others, in the areas of air, water, land pollution, coastal and marine environment, climate change, environmental education, freshwater resources, environmentally sustainable cities, nature conservation and biodiversity, land and forest fires and transboundary haze pollution as well as political and diplomatic implications pertaining to these issues;
- Facilitate the development of draft sectoral work plans, and/or similar documents, statements / declarations / agreements in coordination with ASEAN Member States as well as relevant ASEAN Secretariat divisions as required by the sectoral body(ies);
- Prepare documents, such as agenda, discussion papers, concept papers, communication materials, meeting reports, and monitor follow-up actions to decisions and agreements made at ASEAN meetings;
- Ensure that ASEAN bodies are provided with substantive and administrative support as required;
- Serve as resource person and facilitate the discussions and negotiations among ASEAN Member States at meetings of relevant ASEAN sectoral bodies as well as meetings with other organisations and partners;
- Develop strategic inputs and recommendations on current and emerging issues in the area of environment from regional as well as global perspectives;
- Monitor progress against sectoral work plans and similar documents, including the ASEAN Strategic Plan on Environment, ASEAN Agreement on Transboundary Haze Pollution, as well as the ASEAN Socio-cultural Community Blueprint 2025;
- Monitor the status of ratification, compliance and implementation of ASEAN agreements related to environment;
- Facilitate the establishment and operationalisation of the ASEAN Coordinating Centre for Transboundary Haze Pollution Control; and
- Provide support for activities of other relevant centres such as the ASEAN Centre for Biodiversity, and China-ASEAN Environmental Cooperation Centre.

2. Manage the development, implementation and evaluation of programmes and/or projects in the area of environment

- Conceptualize and develop project proposals; plan and coordinate implementation of programmes and projects in support of the above matters: manage project appraisal and approval process; manage project implementation, including coordinating with international organisations and donors where necessary;
- Coordinate monitoring and evaluation of projects and programmes to ensure effectiveness of implementation and provide necessary inputs and recommendations;

- Coordinate preparation of progress reports as well as updates on the implementation status of the projects; and
- Assist with project implementation by providing technical inputs into projects (for example as technical resource persons for workshops).

3. Manage partnership and coordinate resource mobilisation efforts

- Identify potential areas for cooperation and the required resources to ensure effective implementation of the Blueprint and sectoral work plans;
- Develop a resource mobilisation strategy and coordinate the implementation of the strategy to ensure sustainable financing for the sectoral work plans, including financial sustainability of related ASEAN centres;
- Liaise with the ASEAN Dialogue Partners and other partners and stakeholders to generate their support and interest for the implementation of the sectoral work plans;
- Plan, facilitate and coordinate partnership meetings and workshops as necessary to promote partnership and generate support; and
- Monitor and administer funds set up under the sectoral work plans and agreements.

4. Build awareness on ASEAN's work in the area of environment

- Develop strategies and plans to build and promote awareness on ASEAN's work in the area of environment; and
- Plan and coordinate events and production & dissemination of information to raise the profile and visibility of ASEAN's work in the area of environment.

5. Manage the operational activities of the Division

- Plan activities of the Division, assign work priorities and be responsible for the quality of work;
- Monitor the Division's work plans and maintain good records of the progress and achievements of the division's work;
- Provide guidance and direction for staff on professional and operational matters;
- Foster teamwork, trust and collaboration within the Division, and promote cooperation with other Divisions;
- Manage all resources, including financial and human resources for the Division;
- Participate in and contribute to divisional, directorate or department management meetings;
- Perform other tasks as assigned by the Director and the Deputy Secretary-General of ASEAN for ASCC.

Qualifications and experience:

- Postgraduate degree in relevant disciplines, such as Environmental Studies, Natural Resource Management, Forestry, Economics, Public Policy, International Relations or other appropriate specialist disciplines;

- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in a recognized specialized field, preferably in environmental policy/diplomacy;
- Excellent command of English, written and spoken; Demonstrated proficiency in oral and written communication skills and sound interpersonal skills, including emotional intelligence as well as experience in cross-cultural environment and international settings,
- Proven experience in dealing with a wide spectrum of areas in environmental cooperation and development cooperation, preferably in regional and international contexts;
- Demonstrated experience in public policy development, project management and negotiation, and in working closely with government officials; Demonstrated high-level diplomatic tact and ability to develop and maintain sound working relations with the diplomatic community, public and private sector organizations and other stakeholders;
- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals;
- Demonstrated strategic planning skills so as to ensure accuracy under pressure and adherence to deadlines;
- Sound corporate management skills (human resource development and financial management);
- Demonstrated skills in problem solving, planning and the development of policies and procedures;
- Demonstrated ability to lead and motivate staff in a complex work environment;
- Ability to display high standard of professionalism and integrity;
- Ability to travel and a strong commitment to achieve results despite often challenging schedules;

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: **Application for ADR Environment.**

Application documents should reach the ASEAN Secretariat by **6 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
