



THE ASEAN SECRETARIAT INVITES ASEAN NATIONALS, WHOSE AGE SHALL NOT BE MORE THAN 57 YEARS OLD, FROM MALAYSIA, MYANMAR, PHILIPPINES, SINGAPORE, THAILAND and VIET NAM TO APPLY FOR THE FOLLOWING VACANCY:

## DEPUTY SECRETARY-GENERAL OF ASEAN FOR ASEAN ECONOMIC COMMUNITY

### 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 27<sup>th</sup> 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 Secretariat (ASEC) 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. ASEC is envisioned to be the nerve centre for a strong and confident ASEAN Community that is globally respected for acting in full compliance with the ASEAN 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 **Deputy Secretary-General of ASEAN for ASEAN Economic Community (DSG AEC)**. The incumbent shall assist the Secretary-General of ASEAN in leading the ASEAN Economic Community Department of the ASEC, ensuring that the Secretariat has in place the systems, procedures, and resources required to fulfill its mandate. DSG AEC will lead three (3) Directorates and seventeen (17) Divisions:

1. ASEAN Integration Monitoring Directorate:
  - i. Monitoring, Surveillance & Coordination Division
  - ii. Analysis & Monitoring on Trade, Industry & Emerging Issues Division
  - iii. Analysis & Monitoring on Finance & Socio-Economic Division
  - iv. Statistics Division
  
2. Market Integration Directorate:
  - i. Trade Facilitation Division
  - ii. Standards & Conformance Division
  - iii. Services & Investment Division
  - iv. Competition, Consumer Protection & IPR Division
  - v. Enterprise & Stakeholders Engagement Division
  - vi. External Economic Relations Division
  - vii. Finance Integration Division
  
3. Sectoral Development Directorate:
  - i. Transport Division
  - ii. ICT & Tourism Division
  - iii. Energy & Minerals Division
  - iv. Food, Agriculture & Forestry Division
  - v. Science & Technology Division
  - vi. Initiative for ASEAN Integration & Narrowing Development Gap (IAI & NDG) Division

**Duties and Responsibilities:**

The Deputy Secretary-General of ASEAN for ASEAN Economic Community Department shall oversee the functions for the Directorates and Divisions of the Department, managing development cooperation in economic matters, policy and relations with Member States, ASEAN Dialogue Partners and International Organisations. The DSG also provides policy and procedural advice to relevant ASEAN bodies and initiating projects related to strengthening relations with Dialogue Partners of ASEAN

1. **Represent ASEC at external meetings relating to the mandate and priorities of the Secretariat.**
  - Senior Officials, Ministerial meetings, and other key policy decision committees
  - Recommendations on matters of strategic and policy significance and providing ASEC's inputs to the relevant meetings to facilitate decision making.
  - Manage relevant external relationships and develop network of contacts both within ASEAN bodies, Regional and International organisations to facilitate the work of ASEC.
  
2. **Contribute to the collective leadership of the Secretariat.**
  - Model the Secretary-General's publicly stated "Core Principles" in all work.
  - Contribute to the overall strategic direction of ASEC to ensure its mandate is effectively fulfilled
  - Advise the Secretary-General on any matters on which he requests input

- Liaise regularly with the other Deputy Secretaries-General to ensure policy and Departmental operational consistency.
  - Fulfil responsibilities as a member of ASEC's Executive Committee (ExComm).
  - Represent the collective position of the ExComm to AEC staff.
  - Ensure the effective communication of ExComm decisions to AEC staff.
  - When instructed by the Secretary General, act as Officer-in-Charge of ASEC
- 3. Provide leadership in aligning the activities of the Department to the overall mandate, role and functions of the ASEAN Secretariat.**
- Provide leadership and advise to the Directorates and Divisions under the AEC Department
  - Set performance goals with the Directorate and Division Heads based on the goals and objectives of ASEC and guidance from the Secretary-General.
  - Communicate clear directions to all those whose cooperation may be needed so as to influence the achievement of Department's goals as well as ASEC's role and functions.
  - Motivate and inspire staff to overcome any political, bureaucratic, and resource barriers in performing their day-to-day activities
- 4. Prioritise and coordinate the work of the Directorates and Divisions to work collaboratively towards fulfilling ASEC's mandate.**
- Set carefully prioritised objectives of the Department for each Financial Year, and direct Directorates and Divisions to develop supporting work plans.
  - Ensure support for the Directorates and Divisions in accordance with their priorities.
  - Monitor progress against Sectoral Work plans including the Blueprint, mobilising resources for project activities and monitor compliance with agreements.
  - Promote dialogue and interaction among all Directorates and Divisions and with other Departments in the Secretariat.
  - Ensure appropriate mechanisms are in place that enable the Department to respond effectively (within resource limitations) to the requirements of the Departments.
  - Monitor emerging issues and ensure that work is prioritised appropriately in response to those issues. Where necessary, reallocate resources accordingly.
  - Regularly assess the performance of the Department in achieving its objectives and take appropriate measures to rectify any shortcomings for subsequent work plans.
- 5. Ensure continuing professional development by conducting performance management and people development practices.**
- Supervise and conduct performance appraisal for subordinates and ensure their continuing professional development.
  - Conduct performance coaching and counselling to facilitate staff achieving optimum performance.
  - Continuously develop the competencies of staff through planned programmes and assignments.

### Qualifications and experience:

- Education  
Advanced Degree in one of the following disciplines: Economics, Business Management, International Business and Finance, International Relations, Law, Public Policy, Public Administration.
- Experience  
At least fifteen (15) years of experience with a proven track record in government, inter-governmental, and/or international organization. Experience in dealing with a wide spectrum of international trade and finance, economic integration and economic cooperation matters, both in Regional and International environment. A solid understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals. High-level ability to lead and motivate staff in a dynamic, multi-cultural and demanding environment. High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings. High-level ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders. Commitment to consultative and collaborative approaches and work practices. Familiarity with diplomatic practices and protocol and willingness to travel frequently on short notice. Excellent command of English, written and spoken.
- Age  
The age shall limit for each applicant shall not be more than 57 years old. ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years.

### Remuneration and Benefits:

Successful candidate will be offered the post with a fixed term of three years and a fixed monthly salary of USD 9,900. There are other applicable benefits which include housing, medical, education of dependent children, and gratuity.

### How to apply:

Send your application to [asean.hr@asean.org](mailto: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 DSG AEC.**

Application documents should reach the ASEAN Secretariat by 16 October 2020. The Selection Committee's decision is final and only shortlisted candidates will be notified. **The selected candidate is expected to assume the post on 26 March 2021.**

Note:

- ASEC Employment Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)
- Per the ASEAN Charter Article 11 Paragraph 5: "*The four Deputy Secretaries-General shall be of different nationalities from the Secretary-General and shall come from four different ASEAN Member States.* Hence, depending on the selection of **DSG of ASEAN for Community and Corporate Affairs**, applicants from one of the above six (6) ASEAN Member States (Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam) may be disqualified. ASEAN Secretariat reserves the right to disqualify accordingly.

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