



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

**SENIOR OFFICER EAST ASIA SUMMIT (EAS) UNIT
EXTERNAL RELATIONS DIVISION 1**

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 eleven countries in Southeast Asia, with Timor-Leste being admitted as an ASEAN Member State during the 47th ASEAN Summit on 26 October 2025 in Kuala Lumpur, Malaysia. 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 East Asia Summit (EAS) Unit** under the External Relations Division 1.

Duties and Responsibilities:

Reporting to Assistant Director/Head of External Relations Division 1, the Senior Officer shall be responsible to:

- 1. Manage and facilitate political and development cooperation under the EAS, as well as ASEAN-Australia, ASEAN-Peru, ASEAN-Pacific Alliance, and ASEAN-PIF frameworks**
 - Provide support as a general resource person on political and development cooperation under the above frameworks
 - Prepare discussion papers, information documents and other resources as required
- 2. Support ASEAN bodies under APSC pillar with respect to meetings under the EAS, as well as ASEAN-Australia, ASEAN-Peru, ASEAN-Pacific Alliance, and ASEAN-PIF frameworks**
 - Prepare necessary documents for and as follow-up to meetings (document kits, summary records, matrixes of follow-ups)
 - Prepare necessary internal documents for meetings (ASEAN Secretariat's document kits including briefing notes and talking points)
 - Attend and support the drafting sessions of outcome documents of the relevant Ministerial Meetings and Summits
 - Represent the ASEAN Secretariat at meetings where appropriate
- 3. Coordinate cross-cutting issues in the political cooperation under the EAS, as well as ASEAN-Australia, ASEAN-Peru, ASEAN-Pacific Alliance, and ASEAN-PIF frameworks**
- 4. Coordinate project/activities under the EAS, as well as ASEAN-Australia, ASEAN-Peru, ASEAN-Pacific Alliance, and ASEAN-PIF frameworks**
 - Coordinate project/activities under the above frameworks.
 - Formulate/reformat project/programme proposals and mobilise funding support
 - Manage and monitor the implementation of project/programme activities.
- 5. Assist in the operational coordination and management of the Division**
 - Provide guidance to Officers on professional matters
 - Foster teamwork and collaboration within and outside the Division
 - Prepare the annual budget for the Division
 - Perform other tasks as assigned by the Head of Division

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in External Relations, Political Science, Economics, Management or other appropriate specialist discipline with a minimum of three (3) years of high-level experience in a recognized specialized field; or a Bachelor with not less than five (5) years' experience.
- Preferably has extensive supervisory experience, with management position and good knowledge and technical skills in the area of responsibility
- Demonstrated skills in problem solving, planning and development of policies and procedures
- Demonstrated sound oral and written communication skills and excellent interpersonal skills
- Demonstrated ability to plan and organise tasks and workflows, ensure accuracy under pressure and adhere to deadlines
- Demonstrated commitment to collaborative work practices
- Excellent command of written and spoken English
- Competency in computer skills including Microsoft Office and Outlook

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,893** 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. Please note that ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years.

How to apply:

Please visit **ASEC Recruitment Management Portal** at <https://asean.org/jobs-at-asec/> to apply for the job. Closing date for application **no later than 28 November 2025**.
