



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

**SENIOR OFFICER
POLITICAL COOPERATION DIVISION 2**

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 Political Cooperation Division 2**.

Duties and Responsibilities:

Reporting to Assistant Director/Head of Political Cooperation Division 2 (PCD2), the Senior Officer shall be responsible to:

- 1. Provide technical and substantive support to the relevant ASEAN bodies and their respective relevant meetings, namely ASEANSOM; AMM; the SEANWFZ Working Group, Executive Committee and Commission; ASEANTOM, and ASEAN-China JWG-DOC and SOM-DOC.**
 - Provide the required support to the Chair and Country Coordinator of ASEAN- China Dialogue Relations during the preparation for the meeting and during the meeting.
 - Service meetings of the above ASEAN bodies and their subsidiary bodies.
 - Provide briefing notes, talking points, information papers, discussion papers, progress reports and presentations as required.
 - Coordinate follow-up actions from the above-mentioned meetings.
 - Undertake rapporteur work.
 - Act as a resource person on issues under the division's purview as required.
- 2. Monitor developments on issues under the division's purview and provide the required support to the ASEAN Chair, Country Coordinator of ASEAN-China Dialogue Relations and ASEAN Member States as well as the Secretary-General of ASEAN, Deputy Secretaries-General of ASEAN and other divisions within the ASEAN Secretariat.**
 - Provide the required support to ASEAN Member States, such as writing information papers, briefing notes, and discussion papers on issues under the division's purview.
 - Monitor developments on issues under the division's purview through maintaining briefing notes, talking points or writing media monitoring report and other types of documents.
- 3. Provide technical and administrative support with respect to implementation of programmes and projects in the areas under the purview of PCD2 or as assigned by Head of Division, PSD Director, APSC DSG and SG of ASEAN.**
 - Liaise with relevant sectoral bodies and ASEAN Member States during the projects and activities in relevant areas.
 - Participate in and provide technical and support for the implementation of the projects and activities.
- 4. Support the Head of Division in fulfilling the mandate of serving as the focal point for the implementation of the ASEAN-IAEA Practical Arrangement.**
 - Coordinate with the IAEA Secretariat to implement the Practical Arrangements.
 - Provide support to ASEANTOM in its participation in activities under the PA as required.
 - Coordinate with relevant divisions in the ASEAN Secretariat on possible projects and activities that fall under the Practical Arrangements.

- Monitor the implementation of the Practical Arrangements.
 - Convene an annual coordination Meeting with the IAEA Secretariat, relevant ASEAN Sectoral Bodies, as well as the ASEAN Secretariat on the implementation of the Practical Arrangements.
- 5. Support the Head of Division in fulfilling the mandate of the coordinating division on ASEAN maritime cooperation, including the preparation of the triennial ASEAN Maritime Outlook.**
- Conduct consultations with relevant stakeholders to gather input to the AMO.
 - Organise capacity building activities as required for the ASEAN Secretariat team.
 - Coordinate with relevant divisions in the ASEAN Secretariat to prepare the first draft of the AMO.
 - Preparing the first draft of the AMO and follow through until its publication and launch.
- 6. Facilitate the requests of ASEAN Member States for data and information, as required.**
- Maintain a good archiving system of PCD2 documents.
 - Prepare, compile and maintain data records and documentation of the activities, decisions and initiatives related to the area.
 - Retrieve and provide reports and reference documents, as requested.
- 7. Provide operational support for the Division.**
- Assist the Head of Division in the preparation of the Division's annual budget plan.
 - Participate in and contribute to Divisional or Directorate meetings.
 - Perform other tasks as assigned by the Head of Division.

Qualifications and experience:

- An advanced university degree (Master's or equivalent degree) in International Relations, Political Science, Public Administration, Law, or other appropriate related field/discipline; Good research skills, with demonstrated ability to plan and organise tasks and work flows.
- Extensive supervisory experience, within a management position with a minimum six (6) years of experience in a related field.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Strong coordination 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 and speech-writing skills; and
- Competency in computer skills including with adequate knowledge of 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 30 November 2025**.
