



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

**ASSISTANT DIRECTOR/HEAD OF  
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) & TOURISM 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 27<sup>th</sup> Summit, 2015. The ASEAN 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 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/Head of Information and Communication Technology (ICT) & Tourism Division**. This position reports to Director for Sectoral Development Directorate.

## **Duties and Responsibilities:**

Reporting to Director for Sectoral Development Directorate, the duties of the Assistant Director/Head of ICT & Tourism Division are listed below, but not limited to:

### **1. Manage the operational and administrative activities of the Division.**

- Manage, plan and approve tasks and activities of staff
- Provide guidance/direction for staff on operational matters.
- Foster teamwork and collaboration within the Division.
- Conduct annual performance appraisals for staff; identify specialised training and professional development activities for individual staff.
- Manage effectively all financial, physical and human resources of the Division.
- Conduct annual performance appraisals for staff, map training and professional development activities for individual staff.
- Participate in and contribute to Divisional or Directorate management meetings.
- Meet and brief relevant parties related to the implementation of ASEAN ICT and tourism initiatives.

### **2. Provide policy and technical advice and recommendations in ICT and tourism sectors**

- Provide advice and recommendations pertaining to the policy planning in respective ICT and tourism sectors including providing technical advice for sectoral action plans / work plans (and similar documents)
- Provide advice on realisation of ICT and tourism key initiatives including technical advice and recommendations on the implementation of ASEAN Digital Masterplan 2025, ASEAN Tourism Strategic Plan 2016-2025 and other relevant sectoral plans of actions
- Provide advice on cross-cutting areas related to ICT and tourism initiatives between relevant sectoral bodies
- Facilitate negotiations among ASEAN Member States

### **3. Managing the development, implementation and evaluation of projects and/or programs**

- Develop, implement and evaluate programs in support ICT and tourism sectors: initiate projects; manage project approvals; manage project implementation (including coordinating with international organisations and donors where necessary)
- Monitor progress against sectoral work plans (and similar documents) including the Blueprint, and provide reporting inputs to the relevant Divisions responsible for programme coordination (e.g. Programme Coordination and Project Management Division, Connectivity Division and IAI and Narrowing Development Gap Division) where necessary
- Assist with project implementation by providing technical input into projects (for example as technical resource persons for workshops)

- Where necessary, mobilise resources for project activities with the Programme Coordination and Project Management Division.

#### **4. Support and service the sectoral bodies' meetings under purview**

- Provide substantive supports while servicing ASEAN sectoral bodies meetings including preparing agenda, discussion papers and drafting reports
- Act as a resource person and facilitator at meetings
- Represent the ASEAN Secretariat at meetings as required
- Monitor for organisation of meetings as required

#### **5. Support the relevant bodies of the ASEAN Community**

- Assist the implementation of relevant decisions / follow-up requirements from other ASEAN bodies by providing technical inputs
- Monitor compliance with agreements
- Where necessary, participate in and contribute staff to the meetings that discuss inter-linked and related cross-cutting issues

#### **6. Support Director and Deputy Secretary-General of ASEAN for AEC in undertaking substantive work with regard to ASEAN ICT and tourism cooperation and perform other assignments as may be assigned to them**

- Prepare speech and talking points on ICT and tourism-related issues
- Provide necessary ICT and tourism policy development/update

#### **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Computer Science, Information Science, Information Communication and Technology, Management or Economics, or other appropriate specialised discipline, with a minimum of six (6) years' high-level experience in the development of policies and procedures, project management, monitoring and evaluation (M&E) at a recognised specialised field; having extensive strategic planning and supervisory experience within a senior management position.
- Sound financial, material and human resource management skills.
- Proven ability to develop and maintain sound working relationships with government officials, public and private sector organisations, and other stakeholders.
- Proven ability for accuracy **under pressure** and adherence to deadlines.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Commitment to teamwork and collaborative work practices.

- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- 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](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 Assistant Director ICT & Tourism Division.**

Application documents should reach the ASEAN Secretariat by **22 December 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: <https://asean.org/careers/>

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