



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

**SENIOR OFFICER
EXTERNAL RELATIONS 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 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 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 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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 External Relations Division 2**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of External Relations Division 2, the Senior Officer shall be responsible to:

1. Manage the day-to-day activities of the staff supervised by this position.

- Manage, plan and clear tasks and activities of the staff under this position's Supervision
- Provide support as a resource person
- Prepare speeches, discussion papers, information documents and other resources as requested
- Monitor the development in the dialogue relations focusing on cooperation in priority areas and other mutually beneficial areas
- Undertake assessment and analysis of issues of concern in the dialogue relations, to enhance the relationship
- Conduct annual performance appraisals for staff, forging teamwork with the staff under the supervision
- Coordinate the accreditation of non-ASEAN Ambassadors to ASEAN from countries/organizations that are under the purview of the Division
- Coordinate with ACTCs which fall under the purview of the Division

2. Manage and coordinate political and development cooperation between ASEAN and Australia, ASEAN and the European Union (EU), ASEAN and Chile, ASEAN and New Zealand.

- Representing the ASEAN Secretariat at meetings with Australia, the EU, New Zealand and Chile
- Prepare and report the required documents (briefing notes, talking points, document kits, summary records, press releases/briefings, note-to-file) for meetings
- Act as a resource person in the CPR meetings on matters under this position's purview. Follow-up with the concerned ASEAN Secretariat officer, Country Coordinators, and Dialogue Partners in facilitating the implementation of agreed activities
- Formulate/reformat project/programme proposal and mobilize funding support
- Manage and monitor and facilitate project activities with the above-mentioned Dialogue Partners to the relevant bodies of ASEAN

3. Manage and coordinate ASEAN's cooperation with Individual countries within the EU and Europe that does not have formal relations with ASEAN, ASEAN's cooperation with countries in the Pacific and ASEAN's cooperation with international and regional organizations in the Pacific.

- Represent the ASEAN Secretariat at meetings between ASEAN and the countries and organizations mentioned above
- Prepare and report the required documents (briefing notes, talking points, document kits, summary records, press releases/briefings, note-to-file) for meetings
- Act as a resource person in the CPR meetings on matters under this position's purview. Follow up with the concerned ASEAN Secretariat's officers, Country Coordinators, and the countries and organizations under this position's purview in facilitating the implementation of agreed activities.

Formulate/reformat project/programme proposals and mobilize funding support from countries and organizations under this position's purview.

4. Other tasks.

- Secretary-General (SG), Deputy Secretary-General of ASEAN for ASEAN Political-Security Community (DSG APSC) and Director External Relations (ER) may assign other tasks within the ER Directorate
- Attend meetings as assigned by SG, DSG APSC and Director ER

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in External Relations, Political Science, Public Policy, International Economics, Management or another appropriate specialist discipline with a minimum of three (3) years professional experience in a recognized specialized field, and an extensive supervisory experience within senior management position.
- Bachelor degree with a minimum of five (5) years experience in a management position and high-level experience in a recognized specialized field.
- 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 organizations 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.
- Competency in computer skills including adequate knowledge of Microsoft Office and Outlook.

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **USD 3,639** and an 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:

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 31 December 2022**.
