



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

**SENIOR OFFICER HUMAN RESOURCES DIVISION
(PERFORMANCE MANAGEMENT & LEARNING)**

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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 Human Resources Division (Performance Management & Learning)**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Human Resources Division, the Senior Officer shall be responsible to:

1. Overall

- Facilitating organizational initiatives/changes in response to organizational requirements (e.g. Performance-based Reward, Talent Management, etc. where applicable).
- Working closely with the Knowledge Management Team on development of learning materials and knowledge sharing, especially on activities that involve organizational capacity building for ASEC staff.
- Managing staff development activities, including training, induction, workshop, coaching and individual learning plan.
- Contributing to the development of HR strategic plan, manpower planning, policies and procedures in collaboration with the Head of HR and under the guidance of DIR of Corporate Affairs.
- Handling matters related staff violations of ASEC's rules and disciplinary measures, when and where necessary.

2. Performance Management

- Leading the Annual Performance Appraisal Process according to the Performance Appraisal Guidelines and follow through into the reward system, including setting KPIs, mid-term/annual evaluation and maintenance of related data.
- Conducting job analysis for new positions.
- Coaching Head of Divisions/supervisors on conducting effective appraisal and supporting their staff.

3. Learning

- Conducting training needs assessments, preparing training plans, budgets and reports.
- In consultation with respective Head of Division/Directorate/Department, facilitating individual learning need.
- Embracing the latest developments in learning trends and technologies including e-learning, tutorial sessions or coaching.
- Designing training and induction materials, including e-learning courses/modules.
- Monitoring of progress and achievement related to staff capacity development and learning activities.
- Coordinating closely with capacity development consultants/educational firms to identify relevant capacity development needs for ASEC staff.
- Acting as the principal point of contact for staff about training and development.

4. Performing other related tasks as assigned by Assistant Director HRD and/or Director of Corporate Affairs.

Qualifications and experience:

- An advanced university degree in Human Resources, Business Administration, Management, Learning and Development or a related field or relevant discipline, with minimum of three (3) years having a position in a managerial/supervisory capacity in HR role; or Bachelor degree in one, or a combination, of the above specialist disciplines, with a minimum five (5) years qualifying managerial/supervisory experience in the HR role.
- Experience in performance management, talent management, learning & development.
- Experience in organization wide Training Needs Analysis (TNA), designing a training program (including e-learning courses/modules) and conducting a training is an advantage.
- Demonstrate strong knowledge of HR policies, procedures, and best practices of international/inter-governmental organizations.
- Demonstrate ability to motivate staff and work effectively with people at all levels of the organization.
- Demonstrate skills in problem solving, planning and the development of policies and procedures.
- Possess knowledge of latest HR field and development trends, learning tools and technologies.
- Possess a high degree of independence, objectivity and integrity in all aspects of personal and work activities.
- Demonstrate sound oral and written communication skills.
- Experience in cross-cultural environment and international settings.
- Experience in HR consulting and coaching is an advantage.

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **USD 3,385** 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 highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates and transcripts for Bachelor and Master degrees, including PhD (if any), and completed ASEC Employment Application Form** with a recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer HRD (Performance Management & Learning).**

Application documents should reach the ASEAN Secretariat by **17 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/>
