



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

**SENIOR OFFICER
POVERTY ERADICATION & GENDER 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 27th 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 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**, under the Poverty Eradication & Gender Division.

Duties and Responsibilities:

Reporting to the Assistant Director of Poverty Eradication & Gender Division, the Senior Officer shall be responsible to:

- 1. Coordinate the operational activities of the Division in the areas of rural development and poverty eradication, women empowerment and gender equality, rights of women and children, social welfare and development of vulnerable groups.**
 - Coordinate and provide support with regard to the implementation & monitoring of the strategic plans/ programmes/ work plans, project & activities of the four sectoral bodies under the purview of the division.
 - Provide supervision and coaching to subordinates to ensure timely and quality of work and their professional development.
 - Provide substantive feedback and consult with the Head of Division on matters for betterment of the sectoral work.
 - Prepare and submit to relevant Divisions within the ASEAN Secretariat the up-to-date information on the ASEAN cooperation on socio-cultural issues, with regard to areas under purview, with the Head of the Division regularly informed of the essential developments.
 - Prepare information, materials and publications for public dissemination through the ASEAN Website and other means in consultation with Community Relations Division and other relevant ASEAN Secretariat Directorates and Divisions to raise higher profile of the ASEAN Cooperation in Social and Human Development, in realising the ASEAN Socio-Cultural Community (ASCC).

- 2. Provide policy and technical advice and recommendations.**
 - Provide inputs to other Divisions of the ASEAN Secretariat, particularly on cross-sectoral issues under purview
 - Coordinate update and monitor progress of the implementation of sectoral workplans (and similar documents) including the ASCC Blueprint, and provide reporting inputs to Head of Division and Director
 - Coordinate with other ASEAN bodies on cross-sectoral issues, to follow-up work relevant to other bodies and to update relevant decisions.
 - Negotiate and initiate collaborative activities with other relevant organisations and dialogue partners with emphasis on resource mobilization and strategic partnership.

- 3. Coordinate and provide the required support for the development, implementation and evaluation of programs and/or projects in support of the ASCC, particularly in the areas of rural development and poverty eradication, women empowerment and gender equality, rights of women and children, social welfare and development of vulnerable groups.**
 - Contribute to the development and finalisation of the strategic plans/ programmes/proposals by ensuring results-orientation and quality of design, which require the position holder to develop project concepts/ideas.

- Appraise, plan and execute the activities of the strategic plans/ programmes/work plan in respective areas under purview.
- Liaise with the project consultants or implementing agency for project coordination and implementation.
- Coordinate the update of status of project funds from donors according to planned/ estimated costing of activities, and the status of the Project Financial Report.
- Produce solid analysis and knowledge products on the identified priority issues of sectoral bodies and the thematic areas under the purview of the division in consultation with the Head of Division.

4. Service the relevant bodies of the ASEAN Socio Cultural Community (ASCC).

- Represent the ASEAN Secretariat and serve as resource person at Meetings of relevant ASEAN sectoral bodies as well as meetings of other organisations under purview (as speaker, facilitator or moderator).
- Support and contribute to the ASEAN Bodies with respect to their Meetings by ensuring the development and production of documentation and written materials related to the Meeting, such as Agenda, Information Papers, Concept Papers, and other communication materials, as well as prepare meeting reports of the Ministerial/ Senior-Official Meetings and workshops as requested.
- Provide support for the attendance of ASEAN Secretary-General/ Deputy Secretary- General, Director and Head of Division at Meetings/Events organized by ASEAN, other international organisations, or Dialogue Partners, which include: writing of talking points or speeches that cover/carry some policy recommendations or regional responses to issues raised.
- Coordinate the follow-up actions to decisions and agreements made at ASEAN Meetings.
- Coordinate with the ASEAN bodies on cross-sectoral issues, to follow-up work relevant to other bodies and to update relevant decisions.

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in Social Sciences, Public Administration, Public Policy, Management, Economics or other appropriate specialist discipline with a minimum of three (3) years professional experience at a high-level specialised field in poverty reduction, rural development, social welfare, and gender equality and empowerment of all women, or other related area, having extensive supervisory experience within management position is an advantage.
- Bachelor degree with at least five (5) years relevant work experience, shall also be considered.
- Preferably having experience in ASEAN and other intergovernmental organisations on managing projects and programmes, as well as partnerships and stakeholder engagements.
- High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.

- Demonstrated ability to conduct both formal and on the job training and foster the career development goals of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,639** 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:

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 24 November 2022.
