



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

**SENIOR OFFICER STATISTICS 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 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 Statistics Division**.

### **Duties and Responsibilities:**

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

#### **1. Assist in the planning, implementation and management (including coordination and monitoring) of ASEAN statistical cooperation.**

- Provide inputs in setting the direction of national/regional statistical development in line with the ASEAN Community Statistical System (ACSS) Strategic Plan 2016-2025.
- Provide support in the setting up and implementation of regional guidelines and frameworks for the development and harmonisation of ASEAN statistics particularly in the area of System of National Accounts (SNA), International Merchandise Trade (IMTS), and Socio-Demographic Statistics.
- Provide support in the organisation of ASEAN statistical meetings
- Supervise the preparation of relevant materials and meeting reports, the provision of support to relevant meetings, and follow-up actions.
- Supervise the preparation of periodic reports on the progress of regional cooperation in statistics and policy/concept/issues papers for relevant ASEAN meetings.
- Coordinate the implementation of technical cooperation with international statistical organisations on the adoption/implementation of statistical standards, good practices, and developmental activities in line with the ACSS Strategic Plan 2016-2025..
- Coordinate the provision and implementation of technical assistance to ASEANstats as well as the National Statistical Systems, as appropriate.

#### **2. Responsible for assessing statistical requirements of the ASEAN Community and for developing, producing, collating and disseminating regional statistical indicators to monitor the progress of ASEAN Community.**

- Provide support to AIMD and other relevant directorates/divisions in collating other relevant statistical indicators on integration monitoring.
- Coordinate with data producers, users and stakeholders in defining, producing, and disseminating relevant statistical indicators to support the planning and monitoring of progress of ASEAN Community.
- Supervise the collection, production, validation and dissemination of statistical information; development and updating of statistical database, website, and publications.
- Supervise the preparation of statistical reports, publications, and other statistical information materials.

**3. Responsible for the planning, management, and monitoring of available resources to sustain ASEANstats' quality of work and efficient delivery of services.**

- Supervise the provision of statistical services, statistical information updates including web-based statistics, and other user support services.
- Supervise the preparation, implementation and monitoring of ASEANstats' deliverables in compliance with international quality standards and other management and administrative processes.
- Assist in the preparation of ASEANstats' budget and work programmes.
- Supervise and ensure the effective performance and continuing professional development of ASEANstats' staff.

**4. Perform other tasks as may be assigned by the Director of ASEAN Integration Monitoring Directorate and ASEAN Secretariat Management.**

**Qualifications and experience:**

- Advanced university degree (Masters or equivalent degree) preferably in Statistics or Economics.
- At least three (3) years' experience in government, academics, or international organisation, involving statistical development, standards, analysis, and dissemination, statistical database development/maintenance, compilation of official statistics and harmonisation of statistics. A good command of macro and socio-economic statistics, including National Accounts, International Merchandise Trade Statistics (IMTS) and socio-demographic indicators.
- A supervisory capacity, with good mentoring and team management and development capabilities is required.
- Bachelor degree in any or more of the above specialist discipline(s) with five (5) years of qualifying work experience may also be considered.
- Good IT skills, working knowledge of SAS/SPSS, Microsoft Access, TSP/STATA, or relevant software are preferred, as well as adequate knowledge/appreciation of IT applications in statistics.
- Demonstrated skills in analysis, problem solving, planning and development of policies and procedures
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to work and motivate staff in complex work environment; and work effectively with people at all levels of organisation.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English (spoken and written).

**Remuneration and Benefits:**

The 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:**

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 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 Statistics.**

Application documents should reach the ASEAN Secretariat by **28 July 2022**. 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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