



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

**ASSISTANT DIRECTOR  
POLITICAL COOPERATION DIVISION 1**

**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 in November 2015. Along with the ASEAN Community Vision 2025, also adopted at the same Summit, they call 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 Political Cooperation Division 1**. This position reports to Director Political and Security; ASEAN Political-Security Community Department.

## **Duties and Responsibilities:**

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

- Manage, plan and approve tasks and activities of staff;
- Provide guidance/direction for staff on professional matters;
- Foster teamwork and collaboration within the Division;
- Conduct annual performance appraisals for staff, map training and professional development activities for individual staff;
- Manage effectively all resources of the Division, including financial, physical and human resources; and
- Participate in and contribute to Divisional or Directorate meetings.

### **2. Provide policy and technical advice and recommendations to relevant ASEAN bodies and ASEAN Member States**

- Provide policy and procedural advice to relevant ASEAN bodies and ASEAN Member States;
- Provide inputs to the drafting of political documents as well as agreements (in liaison with the Legal Services and Agreements Directorate (LSAD));
- Prepare draft statements, declarations, plans of action and similar documents as requested by relevant ASEAN bodies or ASEAN Member States;
- Prepare proposals, discussion papers, analytical papers, information papers and other strategic papers as requested by relevant ASEAN bodies or ASEAN Member States.

### **3. Manage the development, implementation and evaluation of projects/programmes/activities under the Division's purview**

- Develop, implement and evaluate projects and programmes under the Division's purview in coordination with relevant Divisions;
- Assist with project appraisal and implementation by providing technical inputs into projects, in coordination with the Programme Cooperation & Project Management (PCPM) Division;
- Where necessary, mobilise resources for project activities in coordination with the PCPM Division;
- Coordinate activities under the purview of the Division, i.e. political visits by leaders/ministers/dignitaries from ASEAN Member States to the ASEAN Secretariat or political visits by the SG to ASEAN Member States.

#### **4. Provide support and service to the following ASEAN bodies/meetings:**

- Attend and service the meetings of the ASEAN Summit, ACC, and its relevant ad hoc subsidiary bodies, JCM, the CPR and the CPRWG;
- Attend and service relevant ACC's ad hoc subsidiary bodies;
- Review and ensure the accuracy of reports of meetings, mission reports, progress reports, press releases, joint statements, presentation, speeches, and media answers as necessary;
- Monitor and report the implementation of issues under the Division's purview, including:
  - Follow-up to the High Level Task Force on Strengthening the ASEAN Secretariat and Reviewing the ASEAN Organs;
  - Updates of Annex 1 of the ASEAN Charter in coordination with relevant Divisions;
  - Follow-up to the outcomes of the ASEAN Summit, the ACC and its relevant ad hoc subsidiary bodies, JCM, CPR and CPRWG;
- Monitor and update Divisions' document databases including in the ASEAN website;
- Provide presentations/briefing to the public and other stakeholders on matters under the Division's purview, when required;
- Represent the ASEAN Secretariat at ASEAN and international forums as required.

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

- Postgraduate Degree in International Relations, Political Science, International Law or other appropriate specialist discipline.
- Extensive management experience, with a minimum of eight (8) years high-level experience in a recognized specialized field.
- Solid understanding of international and regional issues, and knowledge of and commitment to ASEAN.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, physical and human resource management skills
- Strong corporate, strategic and business planning skills.
- Strong leadership, management and administration capabilities.
- Strong interpersonal, negotiation and communication skills, including experience in cross-cultural environments and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Commitment to consultative and collaborative approaches and work practices.
- 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 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 **complete ASEC Employment Application Form** attached with recent photograph. Applications sent without the three documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Assistant Director Political Cooperation 1.**

Application documents should reach the ASEAN Secretariat by **22 March 2018**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

ASEC Employment Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)

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