



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

**SENIOR OFFICER EAST ASIA SUMMIT (EAS) UNIT
EXTERNAL RELATIONS 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 27th 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 **Senior Officer East Asia Summit (EAS)**. This position reports to Assistant Director External Relations Division 1, ASEAN Political-Security Community Department.

Duties and Responsibilities:

1. Manage and facilitate political and development cooperation under the EAS framework

- Provide support as a general resource person on political and development cooperation under the EAS framework
- Prepare discussion papers, information documents and other resources as required

2. Support ASEAN bodies under APSC pillar with respect to EAS meetings (EAS Leaders' Meetings, EAS Foreign Ministers' Meeting, EAS Senior Officials' Meeting, EAS Ambassadors' Meeting)

- Prepare necessary documents for and as follow-up to meetings (document kits, summary records, matrixes of follow-ups)
- Prepare necessary internal documents for meetings (ASEAN Secretariat's document kits including briefing notes and talking points)
- Represent the ASEAN Secretariat at meetings where appropriate

3. Coordinate cross-sectoral/pillar issues under the EAS framework

4. Coordinate EAS project/activities

- Coordinate project/activities under the EAS cooperation
- Formulate/reformat project/programme proposals and mobilise funding support
- Manage and monitor the implementation of project/programme activities

Qualifications and experience:

- Postgraduate degree in External Relations, Political Science, Economics, Management, or other appropriate specialist discipline
- Extensive supervisory experience, with management position with a minimum of six (6) years of high-level experience in a recognized specialized field
- Good knowledge and technical skills in the area of responsibility
- Demonstrated skills in problem solving, planning and development of policies and procedures
- Demonstrated sound oral and written communication skills and excellent interpersonal skills
- Demonstrated ability to plan and organise tasks and work flows, ensure accuracy under pressure and adhere to deadlines
- Demonstrated commitment to collaborative work practices
- Excellent command of written and spoken English
- Competency in computer skills including Microsoft Office and Outlook

Remuneration and Benefits:

Successful candidate will be offered a basic salary of USD 3,385 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:

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 **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: **Application for Senior Officer EAS Unit.**

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
