



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

**SENIOR OFFICER
SECURITY 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 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 Security Cooperation Division 1**. This position reports to Assistant Director Security Cooperation Division 1, ASEAN Political-Security Community Department.

Duties and Responsibilities:

1. Service the Sectoral Bodies and ASEAN's initiatives under the job's purview, i.e. the ASEAN Ministerial Meeting on Transnational Crime (AMMTC)/ Senior Officials Meeting on Transnational Crime (SOMTC)/ ASEAN Directors-General of Immigration and Heads of Consular Affairs Departments of the Ministries of Foreign Affairs (DGICM) and ASEAN Ministerial Meeting on Drug Matters (AMMD)/ ASEAN Senior Officials Meeting on Drug Matters (ASOD) meetings and activities.

- Prepare discussion papers, background information papers, guidelines, talking points, briefing notes and other resources as requested.
- Coordinate preparation of substantive meeting documents such as draft provisional agendas, joint declarations, concept papers and meeting reports.
- Provide advice to Chair/Co-Chairs on preparations, arrangements, and procedures for meetings of the AMMTC/SOMTC/DGICM and AMMD/ASOD cooperation activities through correspondence with the ASEAN Member States.
- Serve as a resource person in meetings of the AMMTC/SOMTC/DGICM and AMMD/ASOD cooperation activities and other relevant activities within and outside ASEAN.
- Coordinate follow-up action to decisions and agreements made in meetings of the AMMTC/SOMTC/DGICM and AMMD/ASOD cooperation activities.

2. Provide policy coordination support for matters related the AMMTC/SOMTC, AMMD/ASOD, DGICM cooperation activities.

- Coordinate and provide inputs to other divisions in the ASEAN Secretariat related to the progress of implementation of ASEAN's commitments and agreements, such as the APSC Blueprint, ASEAN-Dialogue Partners plans of actions, ASEAN Summits joint declarations on issues related to the AMMTC/SOMTC/DGICM and AMMD/ASOD cooperation activities.
- Coordinate with other divisions on cross-cutting issues being addressed under the AMMTC/SOMTC, AMMD/ASOD, DGICM cooperation activities.

3. Manage projects/activities under the AMMTC/SOMTC/DGICM and AMMD/ASOD cooperation activities.

- Review draft project proposals, terms of reference of experts and outputs by the experts.
- Coordinate appraisal and approval of project proposals with project proponents, ASEAN Member States, Dialogue Partners, Sectoral Bodies and relevant divisions in the ASEAN Secretariat.
- Liaise with ASEAN Member States, Dialogue Partners and other stakeholders to ensure implementation of projects within the agreed timeline.
- Formulate/reformat projects/programme proposals and mobilise funding support.
- Manage and monitor the implementation of projects/programme activities within the agreed timeline.

4. Provide operational and coordination support.

- Assist the Head of Division in providing support, information, talking points, briefing notes to the Secretary-General and his/her deputies, particularly in his/her meetings with external parties on issues related to security and defence.
- Assist the Head of Division in the preparation of the annual budget.
- Supervise and coach Technical Officers for AMMTC/SOMTC/DGICM and AMMD/ASOD Matters to ensure timely and quality work and their professional development.
- Oversee the management of AMMTC and AMMD sections of the ASEAN Website.
- Organise and coordinate meetings on security cooperation at the ASEAN Secretariat.
- Coordinate and collaborate with ASEAN Member States, Dialogue Partners, the United Nations agencies and other International/Regional Organisations.
- Perform other tasks as assigned by the Head of Division.

Qualifications and experience:

- Postgraduate Degree in International Relations or Strategic Studies or other appropriate specialist disciplines.
- Extensive supervisory experience, with management position with a minimum of six (6) years of high-level experience in a recognized specialized field
- High-level technical skills and knowledge in the 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 sound oral and written communication skills and sound interpersonal skills, including experience in a 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.

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 Security Cooperation Division 1.**

Application documents should reach the ASEAN Secretariat by **17 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
