



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

**SENIOR OFFICER – ENTERPRISE DEVELOPMENT  
ENTERPRISE AND STAKEHOLDERS ENGAGEMENT DIVISION (ESED)**

**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, 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 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 – Enterprise Development. This position reports to Assistant Director – Enterprise & Stakeholders Engagement Division (ESED).

### **Overview on the Functions of Division:**

The ESED manages and provides significant technical inputs to ASEAN cooperation in the areas of enterprise development, particularly for micro, small and medium-sized enterprises (MSMEs); public-private sector engagement (PPE) in ASEAN and with dialogue partners; and the 12 priority integration sectors (PIS) cooperation.

### **Duties and Responsibilities:**

The duties of the Senior Officer is listed below, but not limited to:

1. Provide critical technical inputs, analyses and support in the work of the ASEAN Coordinating Committee on Micro, Small and Medium Enterprises (ACCMSME) and related ASEAN bodies, including the formulation of meeting agendas, preparation of meeting documentation, discussion and information papers, and meeting reports.
2. Support the implementation of the ASEAN Strategic Action Plan for SME Development (SAP SMED 2025) and the ASEAN Economic Community Blueprint (AEC BP 2025) to achieve the long-term goals and annual objectives of ASEAN in the area of MSME Development.. This includes responsibilities in planning, design, coordination, implementation (where relevant), monitoring and evaluation of programs, projects and activities under the ACCMSME, SAP SMED 2025 and AEC BP 2025, including drafting of concept note, writing project proposals, evaluation of tender proposals, selection of consultants, providing inputs to technical assistance activities and working closely with ASEAN dialogue and development partners to effectively implement projects and activities on MSMEs.
3. Contribute to the development, dialogue, dissemination and evaluation of effective MSME and public-private sector policies in ASEAN, through research activities, identifying constraints and providing innovative solutions for fostering MSME development and public-private partnership.
4. Champion activities related to both intra-regional and extra-regional public-private sector engagement and partnership in relation to MSMEs and enterprise development, priority integration sectors (PIS), and economic community building. This will involve outreach, and establishing and maintaining effective networks of relationships with relevant regional authorities, chambers of commerce and regional business councils in support of AEC initiatives.
5. Perform other duties as may be assigned by the Assistant Director, Director or higher management in ASEC, including:
  - Provide substantive support for the attendance of ASEAN Secretary-General/Deputy Secretary-General at meetings/events organised by ASEAN, other international organisations, or Dialogue Partners – including drafting (research-based) speeches, papers and talking points which cover/carry some policy recommendations or regional responses to issues being addressed at those meetings/events;
  - Provide technical and other inputs on the substantive areas of responsibilities above, including drafts for annual or other reports to ASEAN bodies, for ASEC publications, and for other meetings and events.

- Contribute to the preparation and monitoring of the division's annual budget and provide practical solutions on daily operational issues by guiding the team members and supervise the performance of reporting staff, providing clear direction, regular monitoring and feedback on performance; and
- Coordinate with departments in the organisation and donor countries on a regular basis to ensure the effective implementation of the MSME activities and private sector recommendations.

**Qualifications and experience:**

- Advanced Degree with minimum three (3) years experience or Bachelors degree with five (5) years experience in Economics, Business Administration, Management, International Relations, Public Policy, Political Economy, SME Development, Entrepreneurship, and International Development.
- A solid understanding of current business trends, international and regional economic issues, preferably with demonstrated ability to undertake independent research to support policy recommendations and program implementation.
- Familiarity and experience with (a) industrial and MSME development policies and regulations, (b) export promotion policies and good practices, and/or (c) proven initiatives and good practices in public-private sector engagement, would be an advantage.
- Experience in planning and project management.
- Demonstrated ability to develop and maintain sound working relationships with government representatives, public and private sector organizations and other stakeholders.
- Meticulous, and proven ability for accuracy under pressure and adherence to deadlines.
- High-level interpersonal, negotiation and communication skills, including experience in cross cultural environment and/or international settings.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, both written and spoken.
- Competency in computer skills including with adequate knowledge of Microsoft Office and Outlook.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **USD 3,385** 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 transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer - Enterprise Development.**

Application documents should reach the ASEAN Secretariat by **25 July 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)
- ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.

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