



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

**SENIOR OFFICER
INTERNAL AUDIT AND EVALUATION DIVISION (IAED)**

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, 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 Internal Audit and Evaluation Division (IAED). This position reports to Chief/Assistant Director – Internal Auditor Evaluation Division.

Overview on the Functions of Division:

The Internal Audit and Evaluation Division (IAED) shall conduct a comprehensive audit of the ASEAN Secretariat (ASEC) as well as its programmes and projects based on the annual audit plans approved by the ASEAN Audit Committee (AAC). The Division is accountable to the Secretary-General of ASEAN, and the AAC on the annual audit plan relating to management control and operations audit of the ASEC, as well as its programmes and projects.

Duties and Responsibilities:

The Senior Officer reports to the Chief Internal Auditor on all audit activities including recommendations for continuous improvement, assist in the reviewing and evaluate the current system, procedures, management practices, and performance standards of ASEC including providing recommendations for improvement to the ASEC management. The duties of the Senior Officer is listed below, but not limited to:

- Conduct a comprehensive audit including compliance operational audit of the ASEC based on the established policies and procedures as well as programmes and projects involving an evaluation of whether expected results were achieved in accordance to the ASEAN Project Management Guidelines.
- Conduct Management Audit of the ASEC and monitor the implementation of previous internal and external audits' recommendations.
- Review the implementation of a Risk Management System (RMS) in accordance to ISO 31000 on Risk Management and ISO 31010 on Risk Assessment Techniques.
- Review the evaluation of the effectiveness of the internal control adopted in the operation and support systems including the determination on high priorities areas including project management and governance and the extent of compliance with ASEAN policies, rules, and regulations.
- Monitor the full compliance of ASEC Operations to the ASEAN Financial Rules and Procedures (AFRP).
- Develop and continuously improve audit operations manual and its methodology and tools including audit work programs, risk assessment, process and control documentation techniques, flowcharting, sampling, work paper documentation and report templates.

Qualifications and experience:

- Advanced Degree with minimum three (3) years experience or Bachelors degree with five (5) years experience in Accounting and Auditing Certification from either one of the following; CIA, CFSA, CRMA, CGAP.
- Experience in managing and supervising an audit team(s).
- High-level technical skills and knowledge in organizational auditing.
- Demonstrate skills in problem solving, planning and the development of policies and procedures.
- Demonstrate 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.
- Demonstrate ability to conduct both formal and on the job training, and foster the career development goals of staff.
- Demonstrate sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrate ability to develop and maintain sound working relationships with stakeholders.
- Demonstrate 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.
- Excellent command of English, written and spoken.

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 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 Internal Audit and Evaluation Division (IAED).**

Application documents should reach the ASEAN Secretariat by **21 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
- 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.
