



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

**ASSISTANT DIRECTOR
EDUCATION, YOUTH & SPORTS DIVISION**

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 Assistant Director Education, Youth & Sports Division. This position reports to Director for Human Development Directorate.

Overview on the Functions of Division:

The Education, Youth & Sports Division manages ASEAN cooperation in Education, Youth and Sports.

Duties and Responsibilities:

The duties of the Assistant Director is listed below, but not limited to:

1. Managing the operational activities of the Division

- Plan and manage the work and deliverables of the division;
- Supervise, provide guidance and direction, and approve tasks and activities of staff;
- Foster teamwork and collaboration within the Division.
- Conduct annual performance planning, mid-year assessment and annual appraisals for staff, and identify key performance development needs for individual staff.
- Manage effectively all resources of the Division, including human, financial, and physical resources.
- Participate in and report during Directorate management meetings.

2. Providing policy and technical advice and recommendations

- Provide policy and technical advice and recommendations on sector concerns along education, youth and sports matters, including providing input into the drafting of sectoral workplans (and similar documents) as well as any agreements (in coordination with Legal Services and Agreements Division);
- Monitor progress of implementation of sectoral workplans (and similar documents) including relevant commitments in the ASCC Blueprint 2025, and provide report and inputs for the Director and Deputy Secretary General;
- Sit as member of steering committees and provide technical advisory and substantive support to Technical and Working Group Meetings for the Education, Youth and Sports sectors;
- Provide technical expertise and participate in official visits organised by ASEAN and/or its Dialogue Partners either as part of the ASEAN Secretariat/ ASCC Department or as part of a sectoral delegation.

3. Overseeing the development, implementation and evaluation of programs and/or projects in support of the ASCC, particularly in Education, Youth and Sports affairs

- Initiate programmes and/or projects and manage project approvals and project implementation, including activities aimed Education, Youth and Sports sectors;
- Coordinate with international organisations and donors where necessary, for programmes and/or projects funded by external parties.
- Assist with programs and projects implementation by providing technical input (for example as technical resource persons for workshops).

4. Servicing the relevant bodies of the ASEAN Socio Cultural Community

- Ensure that ASEAN Bodies under EYSD purview are provided with appropriate substantive and administrative support as required.
- Serve as the focal point and effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders, drawing on input from other Divisions as necessary.
- Represent the ASEAN Secretariat at ASEAN and international forums as required.

Qualifications and experience:

- Advanced university degree in Education, Social Sciences, or other appropriate specialist discipline related to the areas of work of this Division, with a minimum of 6 (six) years extensive experience relevant to the post; preferably in a supervisory or managerial role in any of the fields related to the portfolio of the division.
- Proven experience in research, public policy development and negotiation, and in working closely with governments or inter-governmental organisations.
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders.
- Proven ability for accuracy **under pressure** and adherence to deadlines.
- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Sound financial, physical and human resource management skills.
- Sound corporate and strategic planning skills.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- High-level interpersonal and communication skills, and preferably experienced working in a multi-cultural environment and/or international settings.
- Commitment to teamwork and collaborative work practices.
- Computer proficiency with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- 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. Successful candidate is expected to be on-board by **1 October 2018**.

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 Assistant Director Education, Youth & Sports.**

Application documents should reach the ASEAN Secretariat by **13 August 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.
