



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

**SENIOR OFFICER
FINANCE INTEGRATION 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 Senior Officer Finance Integration Division. This position reports to Assistant Director Finance Integration Division.

Overview on the Functions of Division:

The Finance Integration Division facilitates ASEAN cooperation and integration in finance, including liberalisation and development of financial markets, and manage projects under the Finance Ministers and Central Bank Governors Meeting Process, for ASEAN and ASEAN+3.

Duties and Responsibilities:

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

- 1. Facilitate, manage, and coordinate the activities and provide the required support for the implementation and monitoring programmes and/or projects.**
 - Coordinate and monitor the implementation of ASEAN programmes/projects.
 - Coordinate with relevant ASEAN bodies and other related committees/working groups and provide support to those bodies with respect to projects and programmes.
 - Prepare information materials and coordinate with other Divisions for public dissemination/publication.

- 2. Service Meetings under the ASEAN finance track.**
 - Coordinate the preparation of the documents to be discussed during the meetings.
 - Ensure that the sectoral bodies are updated with the latest developments.
 - Coordinate with the follow ups of the decisions from each meeting.
 - Provide required supports during the meetings e.g., drafting a summary of discussion, providing relevant progress updates and information as requested by members of the meetings, etc.

- 3. Support Head of Division on the provision/ preparation of documents/ materials requested by Executives.**

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in International Finance, Economics, or other appropriate specialist discipline with three (3) years, or a Bachelor with five (5) years relevant working experience, in the areas of finance and/or economics gained in relevant government agencies/ministries, regional/international organisations, academic or research institutions, or the financial sector;
- Supervisory experience, within management position with a minimum three (3) years high-level experience in a recognised specialised field;
- Sound experience in finance policy, financial market development and familiarity with regional financial cooperation;
- Good corporate, strategic and business planning skills;

- Strong leadership and strong administrative capabilities;
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals;
- High-level interpersonal, negotiation and communication skills, including experience in cross cultural environment and international settings;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Commitment to teamwork and collaborative work practices;
- Excellent command of English, written and spoken;
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position;

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 Finance Integration.**

Application documents should reach the ASEAN Secretariat by **8 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.
