



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

**SENIOR OFFICER
DISASTER MANAGEMENT & HUMANITARIAN ASSISTANCE 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 Disaster Management & Humanitarian Assistance Division**. This position reports to Assistant Director/Head of Disaster Management & Humanitarian Assistance.

Duties and Responsibilities:

1. Policy Analysis and Coordination

- Provide policy research and analysis, including the drafting of sectoral work plans, agreements, technical papers, research-based papers, and information papers, among others;
- Provide policy inputs on current and future developments in the area of disaster management and humanitarian assistance, disaster risk management, resilience building, complex emergencies including cross-cutting issues such as gender mainstreaming, climate change adaptation, mental health and psychosocial support, social protection, and sustainable development, among others, while taking into account national, regional as well as global perspectives;
- Provide policy support to the Secretary-General of ASEAN as the ASEAN Humanitarian Assistance Coordinator, particularly in the event of large-scale natural disasters, multiple disasters and pandemics;
- Serve as a resource person on ASEAN's cooperation on building a resilient ASEAN Community and facilitate discussions during meetings of relevant ASEAN sectoral bodies as well as meetings of other organisations;
- Coordinate the preparation of documents, such as agendas, discussion papers, concept papers, project proposals, communication materials, meeting reports, and follow-up actions to decisions and agreements made at ASEAN meetings; and
- Facilitate cross-sectoral discussions with other divisions and directorates in the ASEAN Secretariat and other sectors and pillars in ASEAN, and provide necessary inputs.

2. Programme Development and Management

- Initiate, develop and review project proposals, concept papers, and terms of reference related to the implementation of the AADMER Work Programme;
- Provide technical support and recommendations in the conceptualisation, development and management of projects, programmes and activities, including preparation and tabling of concept papers and proposals at ACDM meetings and other related forums;
- Oversee the conduct of project appraisals, monitor approval processes, and work closely with project proponents, relevant working groups, project management teams as well as ASEAN Dialogue Partners and implementing partners to ensure effective and timely implementation; and
- Liaise and coordinate with ASEAN Member States, project proponents, ASEAN Dialogue Partners, ASEAN's partners in disaster management, and other ASEAN Secretariat's directorates and divisions in the implementation of projects, programmes and activities.

3. Monitoring and Evaluation, and Outreach

- Oversee the conduct of monitoring and evaluation (M&E) activities on the implementation of projects, programmes and activities under the AADMER Work Programmes to ensure effectiveness of the implementation and provide necessary inputs and recommendations;
- Monitor project implementation, provide necessary support to project proponents in

- implementing projects, programmes and activities, and prepare progress reports and updates on the status of implementation of projects;
- Oversee the production and dissemination of informational materials on the implementation of the AADMER Work Programme through the ASEAN websites and other means to raise the profile and visibility of AADMER; and
 - Participate in and organise events to build awareness on the implementation of AADMER and promote activities under the AADMER Work Programme.

4. Partnership Management

- Provide policy support in developing partnership modalities and implementing partnership plans of actions, such as cooperation frameworks, to ensure coherence and synergy with AADMER implementation;
- Identify potential areas for cooperation, and monitor the progress of cooperation with partners and report the progress on a regular basis to the ASEAN sectoral bodies;
- Liaise with the appropriate level of representatives from ASEAN Dialogue Partners and ASEAN's partners on disaster management such as the relevant agencies of the United Nations, the Red Cross and Red Crescent Movement, civil society organisations, and other international organisations; and
- Conduct multi-stakeholder partnership meetings/workshops/dialogues to promote multi-stakeholder partnership in the implementation of the AADMER Work Programme.

5. Division Planning, Reporting & Monitoring

- Support the preparation of the DMHA Division's annual work plans, including budgets and calendar of activities;
- Implement and monitor the Division's work plans, and coordinate with other ASEAN Secretariat's directorates and divisions where cross-sectoral coordination is required;
- Prepare papers and progress reports of the DMHA Division as well as background papers and talking points required by other divisions/directorates and the senior management; and
- Maintain consolidated records of the overall progress of the work plan's implementation and the achievement of the results.

Qualifications and experience:

- Advanced University Degree in one or more of the following disciplines: Disaster Management; Emergency Management; Disaster Risk Reduction; Natural Resource Management; Environmental Management; Business Management; Public Administration, International Relations, Social Development, Social Work and Community Development or an appropriate related field or discipline
- At least three (3) years of relevant work experience with supervisory experience and proven track record and exposure to disaster management in a government, international organisation and/or private sector;

- A Bachelor Degree with at least five (5) years relevant work experience, shall also be considered.
- Experience in disaster management, disaster risk management, and development cooperation, preferably at the regional and international levels
- Experience in coordinating and responding to the large-scale emergency, complex emergencies and conflict settings
- Experience in humanitarian civil-military coordination and negotiation
- Experience in developing/writing the briefing notes, talking points, meeting summary as well as situation report and response plan for emergency and crisis in the region
- Experience in working with the UN agencies, Red Cross and Red Crescent agencies, and NGOs in ASEAN will be an asset
- Demonstrated knowledge in policy research and analysis, and openness to learn and acquire new technical skills
- Understanding of global and regional issues, and knowledge of and commitment to ASEAN ideals
- High-level interpersonal, negotiation and communication skills, including working experience in a multi-cultural environment and international setting
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders
- Proven skills in problem solving in a complex organisational environment and in work planning
- Proven ability for accuracy under pressure and adherence to deadlines
- Proven international working experience
- Commitment to teamwork and collaborative work practices
- Excellent command of English, both 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 DMHA.**

Application documents should reach the ASEAN Secretariat by **28 September 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
- ORS 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.
