



**THE ASEAN SECRETARIAT INVITES ASEAN NATIONALS FROM  
INDONESIA, LAO PDR, MALAYSIA, MYANMAR, SINGAPORE and THAILAND  
TO APPLY FOR THE FOLLOWING VACANCY**

**DEPUTY SECRETARY-GENERAL OF ASEAN  
FOR COMMUNITY AND CORPORATE AFFAIRS**

**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 in November 2015. Along with the ASEAN Community Vision 2025, also adopted at the same Summit, they call 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 (ASEC) 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. ASEC is envisioned to be the nerve centre for a strong and confident ASEAN Community that is globally respected for acting in full compliance with the ASEAN 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 **Deputy Secretary-General of ASEAN for Community and Corporate Affairs (DSG CCA)**. The incumbent shall assist the Secretary-General of ASEAN in leading the Community and Corporate Affairs Department of the ASEC , ensuring that the Secretariat has in place the systems, procedures, and resources required to fulfill its mandate. DSG CCA will lead three (3) Directorates and eleven (11) Divisions:

1. Community Affairs Directorate:
  - i. Community Relations Division
  - ii. Information Resource Management Division
  
2. Corporate Affairs Directorate:
  - i. Administration & General Affairs Division
  - ii. Conference Services, Protocol & Formalities Division
  - iii. Finance & Budget Division
  - iv. Human Resources Division
  - v. Information Technology Systems Division
  
3. Legal Services & Agreements Directorate:
  - i. International Economic & Trade Law Division
  - ii. General Legal Affairs Division
  - iii. Treaty Division
  
4. Programme Cooperation & Project Management Division

**Duties and Responsibilities:**

1. Contributing to the collective leadership of the ASEAN Secretariat.
  - To model the Secretary-General's publicly stated "core principles" in all work.
  - To fulfil responsibilities as a member of ASEC's Executive Committee (EXCOMM).
  - To contribute to the overall strategic direction of ASEC to ensure it fulfils its mandate effectively.
  - To represent the collective position of the EXCOMM to all staff
  - To liaise regularly with other Deputy Secretaries-General to ensure policy and operational consistency in the work of ASEC.
  - To advise the Secretary-General on matters on which he requests input.
  - To ensure the effective communication of EXCOMM's decisions to staff with the Department.
  - To act as chief knowledge officer and to ensure promotion and deployment of knowledge management strategies and activities across the organization.
  - When instructed by the Secretary General, act as Officer-in-Charge of ASEC operations.
  
2. Representing ASEC at external meetings relating to the mandate and priorities.
  - To represent ASEC at senior officials and Ministerial meetings and in meetings of other key committees making policy decisions and setting the parameters for the Secretariat operations.
  - To analyse and make recommendations on matters of strategic and policy significance and provide ASEC's inputs to the relevant meetings to facilitate decision making.
  - To manage relevant external relationships and develop network of contacts both within ASEAN bodies and regional and international organisations to facilitate the work of ASEC

3. Establishing and maintaining appropriate governance frameworks for ASEC.
  - To provide guidance to the Directors for Community Affairs, Corporate Affairs, and Legal Services & Agreements in implementing and establishing continuous improvement to the Community Outreach, and Corporate Development Framework for ASEC
  - To monitor compliance in the implementation of proper regulations and policies to govern Secretariat operations, particularly in relation to staffing and financial matters, as well as matters associated with the hosting of ASEC in Jakarta.
4. Overseeing the Corporate Development of ASEAN Secretariat.
  - To monitor the effectiveness of systems and procedures
  - To initiate review of systems and procedures for ASEC, when necessary, to ensure the appropriate alignment to ASEC's mandate and operational priorities.
  - To provide guidance in developing innovative modalities for mobilizing resources from internal and external sources to support ASEAN cooperation activities
  - To provide the professional development activities required to ensure organisational effectiveness
5. Providing leadership in aligning the activities of the Department with the overall mandate, role and functions of ASEC .
  - To set performance goals with the Directors and Division Heads based on the goals and objectives of ASEAN and guidance from the Secretary-General.
  - To communicate clear directions to all those whose cooperation may be needed so as to influence the achievement of Department's goals as well as ASEC's role and functions.
  - To motivate and inspire staff to overcome any political, bureaucratic, and resource barriers in performing their day-to-day activities.
6. Directing, guiding and managing the Directorates in fulfilling their responsibilities.
  - To oversee and direct the Directorates for Community Affairs, Corporate Affairs, Legal Services & Agreements, and the Divisions under these Directorates.
  - To monitor progress toward the objectives and achievements of the Department and the implementation of the overall work plans and take corrective actions, if necessary.
  - To regularly assess the performance of the Department in achieving its objectives and take appropriate measures to rectify any shortcomings for subsequent work plans.
  - To monitor emerging issues and ensure that work is prioritised appropriately in response to those issues, where necessary, reallocate resources accordingly.
  - To ensure that the Department, Directorates and Divisions under it adopt a strategic approach in its work, taking due considerations of ASEC's long term objectives.
7. Monitoring the Divisions and Directorates under the Department of Community and Corporate Affairs to work collaboratively towards fulfilling ASEC's mandate.
  - To set prioritised objectives of the Department for each financial year, and direct Directorates and Divisions to develop supporting work plans.
  - To promote dialogue and interaction among Directorates and Divisions within the Department.
  - To ensure appropriate mechanisms are in place that enable the Department to respond effectively (within available resource) to the requirements ASEC

8. Ensuring continuing professional development through performance management and people development practices.
  - To continuously develop the competencies of staff through planned programmes and assignments
  - To conduct performance coaching and counselling to facilitate staff achieving optimum performance
  - To supervise and conduct performance appraisal for subordinates and ensure their continuing professional development.

**Qualifications and experience:**

- Education  
Advanced degree in one of the following disciplines: Business Management, International Relations, Public Policy, Public Administration, Law.
- Experience  
At least fifteen (15) years of experience with a proven track record in government, inter-governmental, International organization, and/or international organization. Experience in dealing with a wide spectrum of corporate planning and developmental co-operation both in Regional and International environment. A solid understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals. High-level ability to lead and motivate staff in a dynamic, multi-cultural and demanding environment. High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings. High-level ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders. Commitment to consultative and collaborative approaches and work practices. Excellent command of English, written and spoken.

**Remuneration and Benefits:**

Successful candidate will be offered the post with a fixed term of three years and a fixed monthly salary of USD 9,900. There are other applicable benefits which include housing, medical, education of dependent children, and gratuity.

**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 DSG CCA.**

Application documents should reach the ASEAN Secretariat by **24 February 2019**. 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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