



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

**DIRECTOR  
SECTORAL DEVELOPMENT DIRECTORATE**

**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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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 **Director for Sectoral Development Directorate**.

### **Duties and Responsibilities:**

Reporting to the Deputy Secretary-General of ASEAN for ASEAN Economic Community, the Director shall be responsible to:

#### **1. Direct, manage and supervise the overall, multifaceted operations of the Sectoral Development Directorate:**

- Provide strategic guidance regarding the scope and emphasis of economic activities pertaining to agriculture, fishery and forestry; energy and minerals; information communication technology; Initiative for ASEAN Integration and sub-regional development (BIMP-EAGA, IMT-GT); science and technology; tourism; and transport (air, land and sea);
- Provide leadership to ensure timely realization of all SDD-related activities under various major economic initiatives, not limiting to AEC Blueprints, ASEAN Strategic Transport Plan, ASEAN Plan of Action for Energy Cooperation, ASEAN ICT Master Plan, ASEAN Integrated Food Security Framework, Strategic Plan of Action on ASEAN Cooperation in Fisheries, ASEAN Cooperation in Forestry, ASEAN Innovation Roadmap and IAI Development Cooperation Forum;
- Provide policy advice and recommendations to ASEAN Member States in advancing cooperation at regional level as well as with external partners;

#### **2. Lead and manage effectively all Directorate resources, including human, financial, physical resources of all the Divisions under the Directorate:**

- Foster teamwork and collaboration within the Directorate and across AEC Department and ASEAN Secretariat.
- Provide strategic guidance and direction for Heads of Divisions and other professional staff in their area of responsibility to deliver on AEC's agenda, through regular meetings and consultations.
- Allocate and monitor adequate resources for the Directorate staff to accomplish their tasks.
- Ensure high quality and timely work output is in line with the objectives of the Directorate and in support of the ASEAN Community building as a whole.
- Motivate and mentor staff of the Directorate.
- Oversee and manage the annual performance review process for all staff in the Social Development Directorate.

#### **3. Lead and service Ministerial and Senior Official's meetings and manage matters of strategic importance at these meetings:**

- Prepare papers, present and discuss wide ranging relevant issues.
- Assist Ministers and Senior Officials in addressing policy related and strategic issues and well as technical issues.
- Provide guidance to Directorate staff in preparing for those meetings.

**Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) preferably in Economics, Management, Public Policy, and other relevant fields; PhD strongly preferred.
- Extensive management experience with a minimum of eight (8) years in a senior management position in government, regional or international organization and in private sector; solid experience in public policy development and negotiation, and in briefing government Ministers and senior officials.
- Have national, regional or international experience in cross-cultural environments in agriculture, industry, services and sub-regional cooperation matters along policy, trends, development and issues.
- Proven track record of providing economic policy advice to senior levels in government, regional or international organizations.
- Strong corporate, strategic and business planning skills.
- Strong leadership and administrative capabilities.
- A solid understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to lead and motivate staff in a dynamic and demanding environment.
- High-level financial, physical and human resource management skills.
- 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.
- Commitment to consultative and collaborative approaches and work practices.
- Excellent command of English, written and spoken.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **USD 6,923** 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](mailto: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 Director Sectoral Development.**

Application documents should reach the ASEAN Secretariat by **14 May 2020**. 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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