



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

**ASSISTANT DIRECTOR/HEAD OF  
SCIENCE & TECHNOLOGY 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 Community Vision 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 Minister of ASEAN with basic functions 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 centre 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/Head of Science & Technology Division**.

## **Duties and Responsibility:**

Reporting to the Director of Sectoral Development Directorate, the Assistant Director shall be responsible to:

### **1. Manage the operational activities of the Division**

- Plan section activities, assign work priorities and be responsible for the quality of work.
- Provide guidance/direction for staff on professional matter.
- Foster teamwork and collaboration within the section.
- Manage all resources, including financial, physical and human resources for the Division.
- Participate in and contribute to divisional or directorate management meetings.

### **2. Provide policy and technical advice and recommendations**

- Develop policies and strategies for regional development of Science, Technology and Innovation (STI).
- Establish close consultations with key STI officials in ASEAN, Dialogue Countries and relevant organisation on relevant matters.
- Maintain close communication with key STI officials in ASEAN Member States, Dialogue Partners and other STI organisations.

### **3. Manage the development, implementation and evaluation of programs and/or projects in the area of Science, Technology and Innovation**

- Oversee the implementation of cooperation projects in coordination with the chairs of sub-committees.
- Formulate project proposals/ concepts/ ideas for consideration by relevant ASEAN bodies and Dialogue Partners.
- Liaise with other Divisions of ASEC (including Finance & Budget) in soliciting inputs/ views/ advice on relevant matters requiring inter-division interventions.

### **4. Service the relevant ASEAN sectoral bodies**

- Provide policy advice and other support to ASEAN meetings and committees as required.
- Ensure that ASEAN bodies are provided with appropriate substantive and administrative support as required, including presentations of reports and papers for meeting.
- Preparation of Reports of the meetings and their completion.
- Effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders.
- Represent ASEC at ASEAN and international forums as required.
- Follow-up on various decisions.

### **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Natural Sciences, Engineering or Science, Technology, Innovation Policy, or other appropriate relevant discipline, with a minimum of six (6) years professional experience in research, science, technology, public policy development and innovation, policy planning and formulation, negotiation, as well as in project administration, implementation and coordination, and have experience working closely with government officials.
- Extensive supervisory experience, within a senior management position in a recognised specialised field.
- Sound corporate, strategic and business planning skills.
- Proven experience a sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound 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 public and private sector organisations and other stakeholders.
- Commitment to teamwork and collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy **under pressure** and adherence to deadlines.
- Excellent command of English, written and spoken.

### **Remuneration and Benefits:**

Successful candidate will be offered a starting salary of **USD 4,841** and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalisation & 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 Assistant Director Science & Technology.**

Application documents should reach the ASEAN Secretariat by **17 June 2021.** 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)

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