



**THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS
TO APPLY FOR THE POSITION OF

SENIOR OFFICER
HUMAN RESOURCES (OPERATIONS)**

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. 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 in November 2015, calling the ASEAN Community 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of: **Senior Officer Human Resources (Operations)** under the Human Resources Division.

Duties and Responsibilities

The Senior Officer reports to the Assistant Director/Head of Human Resources Division. The overall responsibilities of the position encompass managing the HR Operations team performance and providing leadership by using regular coaching, training and feedback sessions to the team members. Appropriately apply functional expertise in HR tools, systems, and processes for the management in the delivery of HR services. Proactively identify process improvements and employ HR best practice aligned to organizational strategy.

The Senior Officer shall coordinate the implementation of employee-related services that include advising team members on the application of recruitment, employment, salary and benefits regulations, policies and procedures as applied to all areas of the HR function at the Secretariat. The specific responsibilities for the Senior Officer - HR Operations will include, but not limited to:

- Recruitment and staffing matters: ensuring recruitment activities comply with standards, process and procedures for efficient recruitment system; assisting with recruiting initiatives, in the replacement of vacant positions as quickly and economically as possible; developing and maintaining recruitment resources for efficiency and future reference.
- HR Information System (HRIS): ensuring HRIS data entry is current, accurate and well maintained, until such time determining record obsolescence for disposal; generating/distributing HR related reports and analysis of complex information for reference, analysis and decision making process as well as researching and developing solutions to complex issues.
- Employee Relations and Regulations: supervising team members on new hire orientation; center of resource for employee related matters such as benefits, attendance and leave administration; assisting team members in employee issues, counseling, scenario evaluations, problem-solving and consensus building.
- Payroll, overtime and claims: coordinating, reviewing and managing the payroll process including staff's overtime claims; check and audit all payroll processes, to ensure accuracy, maintenance of staff payroll and claim record, noting new appointments, terminations and other matters relevant to salary and remunerations.
- Manpower Budget Preparation: Assisting the Head of Human Resources Division in preparing annual budget for manpower. Analyzing the utilization and recommending approaches for budget planning.
- Staff Entitlements and Benefits: overseeing the implementation of staff entitlements and benefits through direct reimbursement and relevant insurance system. Assisting in the insurance bidding process by defining organizational requirements. Monitoring the insurance services to ensure compliance with the contracts. Any other functions as directed and deemed necessary in adapting to changes within the division and organization.

Qualifications and experience:

- Advanced degree (MA/MSc/MBA/MM) in Human Resources/Business Administration/Management, OR other advanced degree qualifications that are supported by relevant experience.
- Experienced in managing/supervising team(s), and a minimum of six (6) years working in human resources related environment, either in a profit and/or non-profit organization. Working experience in International/Multicultural Organization and/or familiarity with diplomatic practices and protocol is an advantage.
- High-level technical skills and knowledge in the stated area of responsibilities.
- Proven ability for being accurate when working under pressure and adherence to deadlines.
- Demonstrated skills in problem solving, planning, evaluating and monitoring the effectiveness and efficiency in HR service delivery.
- Demonstrated ability to motivate staff and maintain sound working relationships for efficient and effective result.
- Demonstrated commitment to collaborative work practices, work effectively, with colleagues at all levels of the organisation and other internal/external stakeholders.
- Demonstrated excellent interpersonal skills, with sound oral and written communication skills, particularly in the English Language
- Experience in identifying training/professional/technical development needs, able to conduct on the job training, as well as foster career development goals for the team members.
- Possess a high degree of independence, objectivity and integrity in all aspects of personal and work activities/relationships
- Computer literate with adequate knowledge of Microsoft Office and Outlook relevant to needs of 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 complete ASEC Employment Application Form** attached with recent photograph. Applications sent without the three documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer HR Operations.**

Application documents should reach the ASEAN Secretariat by **23 November 2017**. 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
