



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

**SENIOR OFFICER
PROGRAMME COOPERATION & PROJECT MANAGEMENT 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 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 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 Programme Cooperation & Project Management Division**. This position reports to Assistant Director Programme Cooperation & Project Management Division, Community & Corporate Affairs Department.

Duties and Responsibilities:

1. Manage the day-to-day activities of staff supervised by this position

- Assist the Head of Division in managing, planning and supervising tasks and activities of staff
- Conduct annual performance appraisals for staff, map training and professional development activities for staff

2. Support the strategic development of ASEAN programmes and projects

- Assist the Head of Division in facilitating and coordinating the smooth implementation of multi-sectoral programmes, including liaising with Dialogue Partners and implementing agencies
- Provide inputs into the design of ASEAN development cooperation programmes, in consultation with Dialogue Partners, implementing agencies, CPR and other ASEC Divisions/Departments
- Prepare reports on the progress of multi-sectoral programmes to ASEAN Member States and Dialogue Partners
- Support and coordinate the mid-term review and evaluation of multi-sectoral programmes
- Assist the Head of Division in maintaining a strategic approach to resource mobilization, including:
 - Identify areas of synergy or overlap across all sectors to allow coordinated resource mobilization.
 - Monitor the project pipeline and coordinate briefings for donors on priority areas for funding.
 - Liaise with the External Relations Divisions to ensure that funding priorities are effectively communicated to donors.

3. Support the ASEAN Secretariat project management framework

- Assist the Head of Division in managing the project appraisal and approval process, including:
 - Conduct initial compliance checks of project proposals
 - Formulate and review project proposals, concept papers, and activity terms of reference in consultation with desk officers
 - Manage the pre-appraisal and appraisal process, including acting as secretariat to the Project Appraisal Committee.
 - Prepare project documentation for final approval by the Committee of Permanent Representatives to ASEAN.
 - Monitor project approvals .
- Monitor the overall status of ASEAN cooperation projects, including drafting reports and updates on the implementation status and maintaining the project management database

- Assist the Head of Division in supporting the strengthening of project monitoring and evaluation in ASEAN, including the development of M&E components in project proposals
- Develop and maintain ASEAN's / ASEC's project / program development and management guidelines and methodology including ensuring relevant ISO quality procedures are appropriate.

4. Facilitate and service ASEAN meetings

- Supervise the logistical arrangement
- Prepare the necessary documents for the meeting
- Act as a resource person
- Prepare the meeting reports

5. Others

- Represent the Division in internal and external meetings
- Coordinate the preparation of any necessary reports for the ASEAN Summit and related meetings

Qualifications and experience:

- Advanced degree in International Relations, Social Sciences, Economics, Management, or an appropriate related field from a reputable university. Project Management certification would be an asset.
- Extensive supervisory experience, within management position with a minimum six (6) years high-level experienced in recognised specialised field
- Solid knowledge and experience in project management and monitoring and evaluation (M&E)
- Good understanding of aid effectiveness and development cooperation, including experience working in a developing country
- Demonstrated skills in problem solving, planning and the development of policies and procedures
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN vision and ideals;
- 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.
- 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 basic salary of USD 3,385 and an 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 PCPM.**

Application documents should reach the ASEAN Secretariat by **30 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
