



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

**SENIOR OFFICER  
SECURITY COOPERATION DIVISION 1**

**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 contributes 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 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 Security Cooperation Division 1**. This position reports to Director of Political and Security Directorate, ASEAN Political-Security Community Department.

### **Duties and Responsibilities:**

- 1. Provide technical and administrative support to AMMTC/SOMTC, AMMD/ASOD, DGICM meetings and activities:**
  - Circulate administrative information such as invitation letters, provisional agendas, and programmes of activities to all AMMTC/SOMTC, **AMMD/ASOD**, DGICM participants and dialogue partners prior to meeting
  - Compile and/or provide the relevant documents such as briefing notes, talking points and presentations for the meetings
  - Assist with and/or draft meeting and/or mission reports
  - Assist with the coordination of the follow-up actions and decisions with relevant internal and external parties
  - Provide technical inputs in the meetings as required
  
- 2. Provide administrative support with respect to implementation of programmes and projects under the AMMTC/SOMTC, AMMD/ASOD, DGICM cooperation activities**
  - Assist in the formulating, appraising and implementing programmes/projects when needed
  - Maintain and report the overall status of the projects to AMMTC/SOMTC, **AMMD/ASOD**, DGICM participants
  
- 3. Facilitate requests from AMMTC/SOMTC, AMMD/ASOD, DGICM participants, the general public and relevant divisions in the ASEAN Secretariat**
  - Provide support as a general resource person
  - Liaise with AMMTC/SOMTC, ASOD, DGICM participants, the general public and relevant Divisions in the ASEAN Secretariat
  - Provide inputs on the implementation of the Work Plan of various AMMTC/SOMTC, **AMMD/ASOD**, DGICM Meetings
  - Provide inputs/updates related to the AMMTC/SOMTC, **AMMD/ASOD**, DGICM activities upon the request of relevant divisions in the ASEAN Secretariat

### **Qualifications and experience:**

- Postgraduate Degree in International Relations or Strategic Studies or other appropriate specialist discipline.
- Extensive supervisory experience, within a management position with a minimum six (6) years high-level experience in a related field;
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Strong leadership and strong administrative capabilities;
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN 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;
- Commitment to teamwork and collaborative work practices;
- Excellent command of English, written and spoken and speech-writing skills; and
- Competency in computer skills including with adequate knowledge of Microsoft Office and Outlook

**Remuneration and Benefits:**

Successful candidate will be offered 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](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 **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 Security Cooperation Division 1.**

Application documents should reach the ASEAN Secretariat by **6 June 2016**. 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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