



**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 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, call 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 & Corporate Affairs (CCA) the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of: **Senior Officer Security Cooperation Division 1**.

Duties and Responsibilities:

Reporting to the Assistant Director for Security Cooperation Division 1, Security Cooperation Directorate, ASEAN Political-Security Community Department, the Senior Officer shall:

1. **Provide technical and administrative support to the ASEAN Ministerial Meeting on Transnational Crime (AMMTC)/Senior Officials Meeting on Transnational Crime (SOMTC)/ASEAN Directors-General of Immigration Departments and Heads of Consular Affairs Divisions of The Ministries of Foreign Affairs (DGICM) and the ASEAN Ministerial Meeting on Drug Matters (AMMD)/ASEAN Senior Officials Meeting on Drug Matters (ASOD) meetings and activities:**
 - Circulate administrative information such as invitation letters, provisional agendas, and programmes of activities to all AMMTC/SOMTC/DGICM and AMMD/ASOD 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/DGICM and the AMMD/ASOD cooperation activities**
 - Assist in the formulating, appraising and implementing programmes/projects when needed
 - Maintain and report the overall status of the projects to the AMMTC/SOMTC/DGICM and the AMMD/ASOD participants

3. **Facilitate requests from the AMMTC/SOMTC/DGICM and the AMMD/ASOD participants, the general public and relevant divisions in the ASEAN Secretariat**
 - Provide support as a general resource person
 - Liaise with the AMMTC/SOMTC/DGICM and the AMMD/ASOD participants, the general public and relevant Divisions in the ASEAN Secretariat
 - Provide inputs on the implementation of the Work Plan of various AMMTC/SOMTC/DGICM and the AMMD/ASOD Meetings
 - Provide inputs/updates related to the AMMTC/SOMTC/DGICM and the AMMD/ASOD activities upon the request of relevant divisions in the ASEAN Secretariat

4. **Other tasked and duties assigned by the Head of Division**

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;
- High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to 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 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 Security Cooperation Division 1.**

Application documents should reach the ASEAN Secretariat by **27 April 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
