



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

**SENIOR OFFICER
STANDARDS & CONFORMANCE 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. 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 Standards & Conformance Division.**

Duties and Responsibilities:

Reporting to Assistant Director Standards & Conformance Division, ASEAN Economic Community Department, the Senior Officer shall:

- 1. Coordinate and support the meetings in the area of standards & conformance**
 - Provide support for inception development and implementation initiatives.
 - Monitor and coordinate meetings to facilitate discussions and negotiations.
 - Provide support as a resource person.

- 2. Coordinate activities and provide required support for the implementation of programmes and projects funded by Dialogue Partners in the area of standards & conformance**
 - Provide input for development of technical assistance from Dialogue Partners.
 - Support the implementation of technical assistance programmes.
 - Review implementation of programmes and propose follow-ups in line with needs.

- 3. Support the ASEAN bodies with regards to relevant meetings**
 - Prepare agenda and/or report of the meeting for adoption.
 - Prepare and present policy papers.
 - Provide support as a resource person for the related meeting.

- 4. Dissemination information as required**
 - Speak at seminars, workshops and training courses as required.
 - Respond to enquiries from researchers/private sectors/public sectors.
 - Prepare first draft of report of Meetings, Press Releases as necessary.

Qualifications and experience:

- Advanced Degree in Management, Economics or other appropriate specialist discipline such as science based.
- Extensive supervisory experience, within management position with a minimum six (6) years high-level experience in a recognised specialised field which is related to standard and conformance area.
- High-level technical skills and knowledge in standards and conformance area.
- 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 ability to conduct both formal and on the job training, and foster the career development goals 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 Standards & Conformance.**

Application documents should reach the ASEAN Secretariat by **22 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
