



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

**SENIOR OFFICER STAKEHOLDER ENGAGEMENT
ENTERPRISE & STAKEHOLDER ENGAGEMENT 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 2015. The ASEAN Community Vision 2025 calls 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 Minister of ASEAN with basic functions 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 centre 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 Stakeholder Engagement**, under the Enterprise & Stakeholder Engagement Division.

Duties and Responsibility:

Reporting to Assistant Director (ADR)/Head of Enterprise & Stakeholder Engagement Division, the Senior Officer shall be responsible to:

1. Act as the key focal point for engagement with private sector entities including the ASEAN Business Advisory Council and other public-private sector activities such as the ASEAN-Plus Business Councils and regional business and industry associations, including facilitating their interface with the high-level ASEAN Officials and ASEAN Bodies as well as coordination with other divisions of the ASEAN Secretariat.
2. Develop action plans to implement a more inclusive and consultative process involving the private sector, including formulating guidelines to maximize the benefits of engagement.
3. Provide technical/ substantive inputs, draft talking points/ speeches for private sector events and coordinate with external entities by providing research/ technical/ background/ information papers, and render administrative/meeting support for meetings with the private sector.
4. Provide support in respect of the relevant ASEAN meetings and events.
5. Coordinate with private sector entities in the design, planning, implementation and monitoring of projects and programs related to the private sector under the various cooperation agreements, including providing concept papers, project proposals, and acting as resource person at program partner meetings.
6. Develop programs and content to enable better private sector access to information on the AEC (outreach), and to enable their integration into the ASEAN Community

Qualifications and experience:

- Strong academic qualifications with Advanced Degree in business administration/ management, international relations, political economy, public relations or its equivalent, preferably in a relevant field, with a minimum of three (3) years relevant work experience. Bachelor with five (5) years relevant work experience may also be considered.
- A solid understanding of current business trends, geo-political landscape, international and regional economic issues preferably with demonstrated ability to undertake independent research to support policy recommendations and program implementation.

- Experience in working with the private sector, and in particular business associations, is desirable.
- Ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Strong inter-personal and communication skills and willing to work as a team.
- Excellent command of English, both written and spoken.
- Good speech writing skills and experience in producing information materials for business outreach will be an added advantage

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, hospitalisation & 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 transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer Stakeholder Engagement.**

Application documents should reach the ASEAN Secretariat by **9 October 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC employment Form can be downloaded at: <https://asean.org/careers/>
