



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

**ASSISTANT DIRECTOR/HEAD OF  
INITIATIVE FOR ASEAN INTEGRATION & NARROWING DEVELOPMENT GAP (IAI & NDG) 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 27<sup>th</sup> Summit, 2015. The ASEAN 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 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 **Assistant Director/Head of IAI & NDG Division**. This position reports to Director for Sectoral Development Directorate.

## **Duties and Responsibilities:**

Reporting to Director for Sectoral Development Directorate, the duties of the Assistant Director/Head of IAI & NDG Division are listed below, but not limited to:

### **1. Manage the day-of-day activities of staff supervised by this position:**

- a. Manage, plan and approve tasks and activities of staff.
- b. Conduct annual performance appraisals for staff, map training and professional development activities for individual staff.

### **2. Manage the Initiative for ASEAN Integration:**

- a. Develop and maintain the IAI Strategy and Work plan.
- b. Provide policy and technical advice and recommendations for IAI development, including providing input into the drafting of sectoral workplans (and similar documents).
- c. Develop, implement and evaluate programs in support of the workplan: initiate projects; manage project approvals; manage project implementation (including coordinating with international organisations and donors where necessary).

### **3. Manage work under sub-regional frameworks:**

- a. Focal point to coordination matters to sub-regional cooperation programmes of CLMV, BIMP-EAGA, GMS and IMT-GT.
- b. Monitor developments of related sub-regional cooperation programmes including Mekong-Japan, Lower Mekong Initiative, Mekong-Korea, Mekong-Gangga, Lanxang-Mekong and serves as resource person.

### **4. Coordinate NDG policy and programs across all three ASEAN pillars:**

- a. Coordinate policy issues and projects addressing Narrowing the Development Gap with operational Divisions within all operational Directorates.
- b. Monitor progress against the IAI and NDG and other relevant workplans
- c. Mobilise resources for IAI and other sub-regional framework activities through liaison with Dialogue Partners and external parties.

### **5. Initiate Partnership and Cooperation:**

- a. Explore closer cooperation with the dialogue partners and external parties as well as the private sector in ASEAN to develop strategies and programmes to assist in implementing IAI and NDG projects.
- b. Facilitate closer co-ordination and integration among division, particularly those that have cross-sectoral dimensions, with respect to projects in the IAI Work Plan and NDG related subject matters.

## 6. Perform other duties as may be assigned by the Deputy Secretary-General or Secretary-General

### **Qualifications and experience:**

- Postgraduate degree in relevant discipline, Management or Economics.
- Sound corporate, strategic and business planning skills.
- Proven experience in research, public policy development and negotiation, and in working closely with government officials.
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in a recognised specialised field.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, physical and human resource management skills.
- 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 public and private sector organisations and other stakeholders.
- Commitment to teamwork and 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 4,841** 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](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 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 Assistant Director IAI & NDG Division.**

Application documents should reach the ASEAN Secretariat by **12 August 2021.** 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)

\*\*\*\*\*