



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

ASSISTANT DIRECTOR/HEAD OF FINANCE INTEGRATION 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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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 Finance Integration Division**.

Duties and Responsibilities:

Reporting to the Director of Market Integration Directorate, the Assistant Director shall be responsible to:

- 1. Manage and supervise operational and administrative activities of the Division.**
 - Manage, plan, assign, and approve tasks and activities of staff.
 - Provide guidance/direction for staff on operational matters.
 - Foster teamwork and collaboration within the Division.
 - Conduct annual performance appraisals for staff and identify specialised training and professional development activities for individual staff.
 - Manage effectively all financial, physical and human resources of the Division.
 - Participate in and contribute to Divisional or Directorate management meetings.
 - Meet and provide useful information to relevant parties related to the implementation of financial integration initiatives in the ASEAN.

- 2. Provide policy and technical advices/recommendations pertaining to the implementation of ASEAN activities related to the regional finance cooperation and integration.**
 - Provide technical and policy advice and recommendations on key aspects and issues of finance integration;
 - Provide support in preparing, reviewing and updating strategic and operational work plans relevant to the implementation of the regional finance cooperation and integration initiatives;
 - Undertake planning and coordinating research and policy analysis and provide advice on finance-related work;
 - Provide inputs and recommendations on cross-cutting areas related to finance integration initiatives among relevant sectoral bodies.

- 3. Manage the development, implementation and evaluation of programs and/or projects in support the regional finance cooperation and integration as well as coordinating with dialogue partners.**
 - Initiate projects proposals and secure approval for its implementation, including soliciting funding from interested donor agencies and external partners;
 - Provide technical assistance to facilitate the implementation of projects, as the needs arise; and
 - Undertake assessment on the projects implementation vis-à-vis its objectives, design and outputs, and submit recommendations for further improvement, if any.

4. Support and service the relevant sectoral bodies under the ASEAN Finance Cooperation.

- Provide substantive supports while servicing meetings of the sectoral bodies under ASEAN Finance Cooperation, including drafting the agenda, discussions papers, reports, joint statements and other technical papers;
- Provide clarification and be a resource person to any queries/ information requested by members of the meetings;
- Participate in relevant regional and international meetings, and maintain effective relationships with representatives from central banks, ministries of finance, international organizations, research institutions, and private sector;
- Actively engage external partners to assist with the implementation of agreed activities identified by ASEAN sectoral bodies where necessary; and
- Participate in financial services negotiations in the FTAs as the needs arise.

Qualifications and experience:

- Advanced university (Master or equivalent degree) in Economics or Finance, with a minimum of 6 (six) years extensive experience in the areas of finance and/or economics gained in relevant government agencies/ministries, regional/international organizations, academic or research institutions, or the financial sector.
- Solid knowledge of macroeconomic and financial analysis, policy-oriented economic research, financial sector strategies and policies, and public policy development and negotiation.
- Solid understanding of international and regional economic and financial issues.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Strong leadership and strong 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 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 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 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 FID**

Application documents should reach the ASEAN Secretariat by **17 September 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
