



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

**ASSISTANT DIRECTOR/HEAD OF
DISASTER MANAGEMENT & HUMANITARIAN ASSISTANCE 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 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 Disaster Management & Humanitarian Assistance (DMHA) Division**. This position reports to Director of Sustainable Development Directorate.

Duties and Responsibilities:

Reporting to the Director of Sustainable Directorate, the duties of the Assistant Director/Head of DMHA is listed below, but not limited to:

1. Provide policy coordination and technical support

- Coordinate the development of policy papers, such as sectoral work programmes and agreements;
- Coordinate preparation of documents, such as agenda, discussion papers, concept papers, communication materials, meeting reports, and monitor follow-up actions to decisions and agreements made at ASEAN meetings;
- Serve as resource person and facilitate the discussions at meetings of relevant ASEAN sectoral bodies as well as at meetings with other organisations and partners;
- Develop strategic inputs on current and emerging issues in the area of disaster management and humanitarian assistance from regional as well as global perspectives;
- Assist the Director to facilitate cross-sectoral discussions and cooperation with other divisions and directorates in the ASEAN Secretariat and with other sectors and pillars in ASEAN.

2. Manage the development, implementation and evaluation of projects and programmes

- Conceptualise and manage projects and programmes, including preparation and presentation of concept papers and proposals at ACDM, ACDM WGs meetings and other related meetings;
- Manage appraisal and approval process of proposals related to the implementation of AADMER Work Programme;
- Coordinate monitoring and evaluation of projects and programmes under the AADMER Work Programme to ensure effectiveness of the implementation, and provide necessary inputs and recommendations;
- Coordinate preparation of progress reports as well as updates on the implementation status of the projects;
- Work with project proponents, relevant working groups, lead shepherd countries, project management teams as well as ASEAN Dialogue Partners and partners to ensure effective and timely implementation.

3. Manage partnership & coordinate resource mobilisation efforts

- Identify potential areas for cooperation and the required resources to ensure effective implementation of AADMER and its Work Programmes, and other humanitarian actions as per guidance of ASEAN Leaders;
- Develop a resource mobilisation strategy and coordinate the implementation of the strategy to ensure sustainable financing for the implementation of AADMER Work Programme and humanitarian actions;

- Liaise with the ASEAN Dialogue Partners and other partners, such as the UN, Red Cross and Red Crescent Movement, civil society, academe, private sector as well as donor agencies to generate their support and interest for the implementation of AADMER and its Work Programme;
- Coordinate multi-sectoral and multi-stakeholder partnership meetings and workshops to promote partnership and generate support in the implementation of AADMER Work Programme;
- Monitor and administer funds under the AADMER.

4. Build awareness on ASEAN on Disaster Management

- Support and provide inputs for the production and dissemination of information on ASEAN's efforts and activities on disaster management and humanitarian assistance, including the implementation of the One ASEAN, One Response Declaration, AADMER Work Programme, ASEAN collective efforts to address humanitarian situations, and other joint activities to address global commitments, through the ASEAN websites, ASEAN statements, and other means to raise the profile and visibility of ASEAN;
- Plan and coordinate events to build awareness and promote ASEAN activities on disaster management and humanitarian assistance, including the AADMER Work Programmes, and ASEAN's cooperation activities with Dialogue Partners, international/regional organisations, and other stakeholders.

5. Manage the planning, reporting and monitoring of operational activities of the Division

- Plan the Division's work plans and activities, assign work priorities and be responsible for the quality of work outputs of the Division;
- Monitor the Division's work plans, and maintain records of the progress of the work plan's implementation and achievements;
- Provide guidance and direction for the staff on professional matters;
- Foster teamwork and collaboration within the Division;
- Manage all resources, including financial and human resources for the Division;
- Participate in and contribute to divisional, directorate and department management meetings;
- Perform other tasks as assigned by the Director and the Deputy Secretary-General of ASEAN for ASCC.

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in relevant disciplines, such as public policy, international relations, business management, environmental studies and economics.
- Extensive supervisory experience with a minimum six (6) years of experience in a senior management position;
- Proven exposure in dealing with a wide spectrum of areas in disaster management and development cooperation (policies, trends, issues and development), preferably in a regional and international context;
- Demonstrated experience in public policy development, project management and negotiation, and in working closely with senior government officials;
- Demonstrated ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders;
- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN's ideals;
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy **under pressure** and adherence to deadlines;
- Sound corporate (financial and human resources) and strategic planning skills;
- Proven skills in problem solving in a complex organisational environment;
- Demonstrated ability to lead and motivate staff in a complex work environment, and to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings;
- High integrity and conscientiousness, and ability to project professionalism;
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.;
- 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 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 DMHA Division.**

Application documents should reach the ASEAN Secretariat by **1 May 2020**. 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
- ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.
