



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

**SENIOR OFFICER  
CONFERENCE SERVICES, PROTOCOL & FORMALITIES 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 Conference Services, Protocol & Formalities Division**.

## **Duties and Responsibility:**

Reporting to Assistant Director (ADR)/Head of Conference Services, Protocol & Formalities Division (CSPFD), the Senior Officer shall be responsible to:

### **1. Overall:**

- Assist in managing all resources of the Division, including staff, budget, and physical resources for achieving the Division's overall objectives.
- Maintain policy, procedure and process in relations to conference services, protocol & formalities.
- Review and propose new SOPs for Conference Services, Protocol & Formalities when necessary.
- Assist in handling staff complaints on all matters related to conference services, protocol and formalities.
- Provide advice on implementation of ASEAN protocol practices and procedures for effective operation of ASEC and other related parties.
- Ensure all communications and documentation are in order and appropriately in place.

### **2. Conference Services and Protocol:**

- Provide guidance and inputs on any matters relating to protocol and event organization.
- Provide timely services to delegations/VIPs visiting ASEC.
- Conduct post event evaluation meetings and prepare report.
- Attend meetings with external dignitaries with regard to preparation of the events/visits.
- Organize the placement for VIPs at the ceremonial functions as well as special events in line with ASEC procedures.
- Execute all events and visits with utmost consideration for safety and security.
- Ensure the room arrangement/table setting and other required facilities are available for the meetings by working closely with maintenance team and other related staff.
- Act as liaison officer as and when necessary during events.

### **3. Formalities**

- Ensure that all applications for custom clearance and Visas, ID Cards, Shipment, CD Plate and Immigration Matters are completed in a timely manner.
- Identify the most effective approach in submitting all applications relating to Formalities and Visas, ID Cards, Shipment, CD Plate and Immigration matters.
- Perform other related duties as assigned by Assistant Director of (CSPFD) and/or Director of Corporate Affairs or ASEC higher authorities.

## **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Business Administration, Event Management, International Relations and diplomacy or related discipline with a minimum of three (3) years relevant professional work experience.
- Bachelor degree with at least five (5) years relevant work experience, shall also be considered.
- Knowledge of protocol, formality and custom clearance procedures of ASEAN Member States;
- Ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines;
- Commitment to collaborative work practices;

- Sound oral and written communication skills and interpersonal skills, including experience in cross-cultural environment and international settings;
- Proven skills in problem solving in a complex organisational environment;
- Ability to multi-task, work long and irregular hours, and perform tasks outside the usual job scope;
- Experience in coordinating and managing complex logistics for VIP/high level delegation visits, meetings, conferences, and special events.
- Demonstrated ability to assume responsibility for assignments from conception to completion.
- Good command of English - ability to write and speak clearly and effectively;
- High degree of probity and integrity;
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.

**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](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 Senior Officer Conference Services, Protocol & Formalities Division.**

Application documents should reach the ASEAN Secretariat by **28 May 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)

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