



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

**SENIOR OFFICER CYBERSECURITY AND DIGITAL SKILLS  
ICT & TOURISM 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 Cybersecurity and Digital Skills**, under the ICT & Tourism Division.

### **Duties and Responsibility:**

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

1. Service the meetings of the ASEAN Network Security Action Council (ANSAC), and the ASEAN Cybersecurity Coordinating Committee (ASEAN Cyber-CC), which includes preparing the agenda; coordinating with proponents of cooperation activities, coordinating with external parties such as ASEAN Dialogue Partners, ASEAN business councils or international organisations; drafting meeting reports.
2. Acting as a resource person and facilitator and assisting the organisers in preparing for meetings; representing the ASEAN Secretariat at meetings/workshops of ASEAN working group on digital trust issues and digital security, and meetings on digital skills development organised by Dialogue Partners or international organisations.
3. Draft activity/project concept notes, presentation materials and/or information sheets to support sectoral bodies' or committees' planning and decision making.
4. Represent ASEAN Secretariat at meetings with relevant other ASEAN sectoral bodies or stakeholder organisations on projects or initiatives related to digital security and digital skills development.
5. Support the digital sectoral bodies in the implementation of relevant decisions or follow-up requirements from relevant other ASEAN bodies.
6. Supervise and provide direction to the team members in the Division for their professional development.
7. Assist the Head of Division in drafting concept notes, briefing notes and talking points for ASEC's management, and in performing any other assignments as required.

### **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Information and Communications Technology (ICT)/computer science/information systems with a minimum of three (3) year relevant work experience.
- Bachelor degree with at least five (5) years working experience shall also be considered.
- Excellent in spoken and written English.
- Excellent interpersonal skills, including experience in cross-cultural environment and international settings.
- Essential knowledge in the digital security and digital skills development fields or the demonstrated ability to quickly acquire it through self-learning.
- Demonstrated working knowledge on public policy research and development in the ICT/digital sector or the ability to acquire it through self-learning.
- Sound knowledge of and experience in project management and monitoring and evaluation (M&E).
- Demonstrates ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrates ability to develop and maintain sound working relationships with stakeholders.
- Demonstrates commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office where relevant to the position.
- Ability to travel.

### **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 Cybersecurity & Digital Skills.**

Application documents should reach the ASEAN Secretariat by **5 January 2022.** 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/>

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