



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

**SENIOR OFFICER  
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 **Senior Officer Finance Integration Division**.

### **Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Finance Integration Division, the Senior Officer shall be responsible to:

1. **Manage and coordinate activities and provide required support for the implementation and monitoring programmes and/or projects**
  - Coordinate and monitor the implementation of ASEAN programmes/projects
  - Coordinate with relevant ASEAN bodies and other related committees/working groups and provide support to those bodies with respect to projects and programmes
  - Prepare information materials and coordinate with other Divisions for public dissemination/publication
  
2. **Service meetings**
  - Coordinate the preparation of documents to be discussed during the meetings
  - Ensure that the sectoral bodies are updated with the latest relevant developments
  - Coordinate with the follow ups of the mandates/ decisions from each meeting
  - Draft the Summary of Discussion (SoD) of the meetings
  
3. **Provide progress updates on works and initiatives under ASEAN Finance Cooperation**
  - Prepare talking points or speeches covering progress of activities of sectoral bodies under ASEAN Finance Cooperation
  - Maintain and update progress report of each sectoral body under finance and central bank track
  - Coordinate with other relevant division on the progress updates of the sectoral bodies under finance and central bank track

### **Qualifications and experience:**

- Advanced university Degree (Master's or equivalent degree) in Economics, International Finance or an appropriate related field or discipline with at least three (3) years of professional experience; or Bachelor's with at least 5 years qualifying work experience shall also be considered.
- Sound experience in banking, finance or policy development (fiscal and/or monetary); familiarity with ASEAN Finance Cooperation is a plus.
- Good corporate, strategic and business planning skills.
- Strong leadership and strong administrative capabilities.
- Solid understanding in international and regional issues, particularly on banking, regional financial and macroeconomic cooperation and development.
- Good knowledge of and commitment to ASEAN ideals.

- Good interpersonal, negotiation and communication skills, including experience in cross cultural environment and international settings.
- Proven ability to develop and maintain sound working relationship and networking 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.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

**Remuneration and Benefits:**

The successful candidate will be offered a basic salary of **USD 3,639** 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 transcripts for Bachelor and Master degrees, including PhD (if any), and completed ASEC Employment Application Form** with a recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer Finance Integration Division.**

Application documents should reach the ASEAN Secretariat by **12 May 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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