



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

**SENIOR OFFICER INFORMATION COMMUNICATION TECHNOLOGY (ICT)
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 Information Communication Technology (ICT)** 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. Provide policy and technical advice and recommendations by undertaking research work and preparing policy papers to support the formulation and implementation of ASEAN regional integration policy in ICT, including providing inputs into the development of sectoral work plans (and similar documents) and agreements.
2. Facilitates discussions and negotiations among ASEAN Member States.
3. Monitor the implementation of sectoral work plans (and similar documents) and compliance with ASEAN agreements in the ICT sector.
4. Manage and coordinate the activities and provide the required support for the development, implementation and monitoring of programmes and/or projects in ICT.
 - Propose/formulate project/activities
 - Involve in the preparation of project proposals
 - Assist in mobilising resources for the implementation of programmes/projects
 - Monitor and report the implementation of programmes/projects
5. Provide support in the development and implementation of programmes/activities of cooperation between ASEAN and external parties, including ASEAN Dialogue Partners, international organisations and the private sector, in the field of ICT • Initiate future work plan and key activities.
 - Propose and implement joint agreements, programmes and activities with the external parties
 - Liaise with the external parties
6. Promote ASEAN ICT Sector by preparing promotional materials and taking part in speaking engagement at national, regional and international events as required

Qualifications and experience:

- Advanced university Degree (Master's or equivalent degree) in ICT Management, Economics, Public Policy, Business Management, or other appropriate specialist discipline, with at least three (3) years of professional experience in ICT development planning and policy formulation, implementation and coordination, as well as in project administration; preferably experience from a national government agency responsible for ICT policies or ICT policy department of an international organisation; or
- Bachelor's Degree with at least 5 years qualifying work experience shall also be considered;
- High-level technical skills and knowledge in the area of responsibility.
- Demonstrated skills in strategic thinking, problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated ability to conduct both formal and on the job training, and foster the career development goals of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy under pressure and adherence to deadlines; and
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,639** 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 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 ICT & Tourism Division.**

Application documents should reach the ASEAN Secretariat by **9 February 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/>
