



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

**SENIOR OFFICER
SECURITY COOPERATION DIVISION 1**

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 at the Security Cooperation Division 1**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Security Cooperation Division 1, the Senior Officer shall be responsible to:

1. Service the Sectoral Bodies and ASEAN's initiatives under the job's purview, i.e. the ASEAN Ministerial Meeting on Transnational Crime (AMMTC)/Senior Officials Meeting on Transnational Crime (SOMTC)/ASEAN Directors-General of Immigration and Heads of Consular Affairs Departments of the Ministries of Foreign Affairs (DGICM) meetings and activities.

- Prepare discussion papers, background information papers, guidelines, talking points, briefing notes and other resources as requested.
- Coordinate preparation of substantive meeting documents such as draft provisional agendas, joint declarations, concept papers and meeting reports.
- Provide advice to Chair/Co-Chairs on preparations, arrangements, and procedures for meetings and cooperation activities of the AMMTC/SOMTC/DGICM through correspondence with the ASEAN Member States.
- Serve as a resource person in meetings and cooperation activities of the AMMTC/SOMTC/DGICM and other relevant activities within and outside ASEAN.
- Coordinate follow-up action to decisions and agreements made in meetings of the AMMTC/SOMTC/DGICM.

2. Provide policy coordination support for matters related the AMMTC/SOMTC and the DGICM cooperation activities and coordinate on cross-cutting issues including counter-terrorism, trafficking in persons and border management.

- Coordinate and provide inputs to other divisions in the ASEAN Secretariat related to the progress of implementation of ASEAN's commitments and agreements, such as the APSC Blueprint, ASEAN-Dialogue Partners plans of actions, ASEAN Summits joint declarations on issues related to the AMMTC/SOMTC/DGICM cooperation activities.
- Coordinate with other divisions on cross-cutting issues being addressed under the AMMTC/SOMTC and the DGICM cooperation activities, including counter-terrorism, trafficking in persons and border management, and represent the Security Cooperation Division 1 in meetings on cross-sectoral and cross-pillar issues relative to the purview of the Division.

3. Manage projects/activities under the AMMTC/SOMTC/DGICM cooperation activities.

- Review draft project proposals, terms of reference of experts and outputs by the experts.
- Coordinate appraisal and approval of project proposals with project proponents, ASEAN Member States, Dialogue Partners, Sectoral Bodies and relevant divisions in the ASEAN Secretariat.
- Liaise with ASEAN Member States, Dialogue Partners and other stakeholders to ensure implementation of projects within the agreed timeline.
- Formulate/reformat projects/programme proposals and mobilise funding support.
- Manage and monitor the implementation of projects/programme activities within the agreed timeline.

4. Provide operational and coordination support.

- Assist the Head of Division in providing support, information, talking points, briefing notes to the Secretary-General and his/her deputies, particularly in his/her meetings with external parties on issues related to security and defence.
- Assist the Head of Division in the preparation of the annual budget.
- Supervise and coach Technical Officer for AMMTC/SOMTC/DGICM matters to ensure timely and quality work and their professional development.
- Oversee the management of AMMTC sections of the ASEAN Website.
- Organise and coordinate meetings on security cooperation at the ASEAN Secretariat.
- Coordinate and collaborate with ASEAN Member States, Dialogue Partners, the United Nations (UN) agencies and other International/Regional Organisations.
- Perform other tasks as assigned by the Head of Division.

Qualifications and experience:

- Advanced (Master's degree or equivalent) university degree in International Relations or Strategic and Security Studies with a minimum of three (3) years relevant work experience or Bachelor degree in related fields with five (5) years relevant work experience.
- Excellent command of English, written and spoken.
- Extensive supervisory experience and good attention to details.
- High-level technical skills and knowledge in the area of responsibility.
- Demonstrated skills in 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 sound oral and written communication skills and sound interpersonal skills, including experience in a 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.

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **USD 3,385** 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 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 Security Cooperation Division 1.**

Application documents should reach the ASEAN Secretariat by **26 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
