



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

**SENIOR OFFICER  
STANDARDS & CONFORMANCE 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 Standards & Conformance Division**.

### **Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Standards & Conformance Division on matters related to Standards, Technical Regulations and Conformity Assessment Procedures (STRACAP), the Senior Officer shall be responsible to:

- 1. Coordinate and support the development of programs and serve STRACAP meetings**
  - Provide support on the development and implementation of programmes/initiatives.
  - Monitor, Coordinate and attend meetings to facilitate discussions and negotiations.
  - Provide support as resource person.
  
- 2. Coordinate activities and provide support for the implementation of programmes and projects funded by Dialogue Partners**
  - Provide input on the development of technical assistance and capacity building programmes with FTA/ Dialogue Partners.
  - Support the monitoring and implementation of technical assistance and capacity building programmes.
  - Review the implementation of programmes and recommend follow-up actions in line with objectives and potential needs.
  
- 3. Support the ASEAN Bodies with regards to sectoral meetings**
  - Prepare agenda, coordinate preparation of meeting documents and prepare report of the meeting for adoption
  - Prepare and present policy papers and updates on the developments in ASEAN related
  - Provide support as a resource person for the meeting
  - Prepare mission reports and follow-up actions
  
- 4. Disseminate information on STRACAP and other subject, as required**
  - Speak at seminars, workshops and training courses
  - Respond to inquiries from researchers, public/private sectors, other sectoral bodies and other stakeholders
  - Prepare Press Releases, speeches, presentations materials

**Qualifications and experience:**

- Advanced University degree in management, economics, or other appropriate specialist discipline such as science based, with minimum of three (3) years relevant working experience in the field of standards, technical regulations, conformity assessment, and/or metrology areas; or bachelor's degree with five (5) years relevant working experience in the field of standards, technical regulations, conformity assessment, and/or metrology areas
- Extensive supervisory experience within management position
- High-level technical skills and knowledge in area of responsibility
- Demonstrated skills in problem solving, planning and the development of policies and procedures
- Demonstrated ability to work and motivate staff in a complex work environment; and work effectively with people at all levels of an organisation
- 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
- Experience in identifying training and professional/technical development needs of staff
- 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
- Excellent command of English, written and spoken

**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 Standards & Conformance Division.**

Application documents should reach the ASEAN Secretariat by **26 July 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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