



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

**SENIOR OFFICER
SCIENCE & TECHNOLOGY 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 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 Science & Technology Division**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Science & Technology 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 policies and strategies in science, technology and innovation (STI), including providing inputs into the development of sectoral work plans (and similar documents) and agreements;
2. Facilitate discussions and negotiations among ASEAN Member States and other partners;
3. Monitor the implementation of sectoral work plans (and similar documents) and comply with ASEAN agreements in science, technology and innovation;
4. Manage and coordinate the activities and provide the required support for the development, implementation and monitoring of programmes and/or projects in STI Propose/formulate/ design project/activities
 - Involve in the preparation of project proposals and concept notes
 - Assist in mobilising resources for the implementation of programmes/projects
 - Monitor, evaluate 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 STI
 - 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 STI advancement by preparing promotional materials and taking part in speaking engagement at national, regional and international events as required;
7. Maintain the ASTNET website as well as an ASEAN S&T information database;
8. Service meetings of relevant ASEAN Sectoral and subsidiary bodies dealing with science, technology and innovation:
 - Prepare the necessary documents required for the meetings
 - Act as a resource person and facilitator at meetings
 - Represent the ASEAN Secretariat at meetings as required
 - Assist the hosting organisations in preparing for meetings
 - Ensure that follow-up actions are taken on the relevant decisions of the ASEAN Summits, the ministers and senior officials of S&T and established S&T bodies with dialogue partners.

Qualifications and experience:

1. Advanced university degree (Master's or equivalent degree) in Natural Sciences, Engineering or Science, Technology, Innovation (STI) Policy, or other appropriate relevant discipline, with a minimum of three (3) years professional experience in STI development planning and policy formulation, implementation and coordination, as well as in project administration; preferably experience from a national government agency responsible for STI policies.
2. Bachelor degree with at least five (5) years professional experience in STI related areas above, shall also be considered.
3. Supervisory experience in a management position, is preferred.
4. Proven experience in STI research, public policy development and negotiation, policy implementation and in working closely with government officials and private sectors.
5. A sound understanding of international and regional issues, and knowledge of, and commitment to ASEAN ideals.
6. Familiarity with the working of international organisations and diplomatic procedures and protocols.
7. Demonstrated excellent interpersonal skills, ability to develop and maintain sound working relationships with public and private sector organisations, stakeholders and partners, and work effectively with people at all levels of the organisations.
8. Commitment to collaborative work practices.
9. Experience in cross-cultural environment and international settings is an advantage.
10. Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.
11. Excellent management and organisation skill with proven ability to plan and organise tasks and workflow.
12. Adhere to deadlines and accuracy with the ability to work under pressure.
13. Excellent command of English, written and spoken as well as good presentation skills.
14. Able to travel extensively.

Remuneration and Benefits:

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:

Please visit **ASEC Recruitment Management Portal** at <https://asean.org/jobs-at-asec/> to apply for the job. Closing date for application no later than 13 December 2022.
