



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

SENIOR OFFICER ENVIRONMENT 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 Environment Division**.

Duties and Responsibilities:

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

1. Assist the Head of the Division in policy initiatives and coordination.

- Coordinate the development of policy initiative, strategies, and framework, particularly on climate change, emerging environmental issues, and cross-sectoral issues, to support programmes and/or projects in collaboration with ASEAN Dialogue Partners and international organisations.
- Coordinate responses to queries from member countries and external sources on matters related to ASEAN cooperation on environment and disaster management.
- Prepare background papers, briefs, reports and updates, and provide substantive inputs concerning environment and disaster management matters.

2. Manage and coordinate the activities and provide the required support for the implementation and monitoring of programmes and/or projects.

- Assist in planning, monitoring and evaluation of ASEAN priority programmes and projects related to environment
- Coordinate ASEAN regional activities in promoting environment sustainability programmes.
- Represent the ASEAN Secretariat and serve as a resource person in meetings with ASEAN bodies and other relevant organisations in the environment sectors.
- Assist in formulating programmes and projects to secure funding and technical support for the implementation of ASEAN priority programmes and projects.
- Assist in strengthening resource mobilisation and partnership development
- Assist in knowledge management including website and database management of the Division, and the ASEAN Secretariat Knowledge and Document Management System (KDMS).

3. Support the Head of the Division in undertaking the substantive work of the Division

- Provide effective supervision and coaching to supervised staff to ensure their competency and continuing professional development.
- Provide inputs to the Head of the Division in conducting performance appraisal for the subordinates.

Qualifications and experience:

- Advanced University Degree (Master's or equivalent degree) with strong academic qualification in Environmental Studies, Natural Resource Management, Forestry or another appropriate specialist discipline; Extensive supervisory experience, within management position with a minimum three (3) years high-level experience in a recognised specialised field; or
- Bachelor degree in one or combination of the above relevant areas of study or disciplines, with a minimum of five (5) years qualified experience in a recognised specialised field. High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills and experiences on information management system, database development/management, web development, web design and visual communication, would be an advantage.
- 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 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.
- Excellent command of English, written and spoken.
- Work within the core values of the ASEAN Secretariat
- Ability to travel

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **USD 3,893** 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 8 December 2023**.
