



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

**SENIOR OFFICER YOUTH & SPORTS
EDUCATION, YOUTH & SPORTS 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 ASEAN Summit in 2015. The ASEAN Community Vision 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 ASEAN Foreign Ministers 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 Youth & Sports** under the Education, Youth & Sports Division.

Duties and Responsibility:

Reporting to Assistant Director (ADR)/Head of Education, Youth & Sports Division, the Senior Officer shall be responsible for:

1. Provide support to the head of division in managing the operational activities of the Division including effective quality control systems;
2. Assist Head of Division in managing resources of the Division, including human, financial, and physical resources;
3. Provide policy and technical support related to the functions and work of the Division such as development and conceptualisation of programmes, projects, and work plans; coordination with relevant stakeholders; and servicing relevant sectoral bodies and the ASEAN Member States;
4. Develop, coordinate/implement and monitor/evaluate programmes and/or projects in support of the ASCC, particularly in higher education, technical and vocational education and training, general education, youth, and sports;
5. Provide technical expertise and participate in official visits organised by ASEAN and/or its Dialogue Partners either as part of the ASEAN Secretariat/ ASCC Department or as part of a sectoral delegation;
6. Service relevant bodies of the ASEAN Socio Cultural Community with appropriate substantive technical and administrative support as required;
7. Assist in coordination with international organisations and donors where necessary, for programmes and/or projects funded by external parties;
8. Represent the ASEAN Secretariat at ASEAN and international forums and activities as required or as delegated;
9. Prepare reports and other management information for the Secretary General, Deputy Secretaries General, Directorate heads and other senior managers as required;
10. Perform other duties deemed necessary by the Head of Division.

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) with strong academic qualification in education, social sciences, or other appropriate and relevant specialist discipline related to the areas of work of this Division with a minimum three (3) years' high-level experience in a recognised specialised field.
- Bachelor degree in any or combination of the above specialist discipline(s) with five (5) years of qualifying work experience in lieu of the advanced degree, may also be considered.
- Extensive supervisory and relevant experience, is desirable.
- Specialisation and experience in teaching and/or curriculum development and training in higher education and/or technical vocational education and training is an advantage.

- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated skills in analysis, problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of an organisation.
- Demonstrated ability to conduct both formal and on the job training, and foster 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.
- Adequate knowledge and skills in use of Microsoft Office and Outlook where relevant to the position.
- Demonstrated ability to work under pressure and adhere to deadlines.
- Excellent command of written and spoken English.
- Willingness to travel overseas.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,893** 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:

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 9 February 2024**.
