THE ASEAN SECRETARIAT
INVITES <u>ASEAN NATIONALS</u> TO APPLY
FOR THE FOLLOWING VACANCY

ASSISTANT DIRECTOR/HEAD OF
INFORMATION TECHNOLOGY SYSTEMS DIVISION

<u>Background:</u>

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 **Assistant Director/Head of Information Technology Systems Division.**

Duties and Responsibilities:

The Assistant Director (ADR) Information Technology Systems reports directly to the Director of Corporate Affairs Directorate and he/she will be responsible for the following duties:

1. **Provide overall management and operations of the Division**
   - Manage all resources of the Division, including staff, budget, and physical resources for achieving the overall ITSD objectives;
   - Participate in and contribute to Division or Directorate/Department meetings;
   - Prepare the annual budget and ensure cost effectiveness for the ITSD operations;
   - Prepare multi-year plan for replacing IT equipment and upgrading software applications;
   - Manage, supervise, plan and approve tasks for ITSD staff in line with the strategic direction of ASEC;
   - Lead and motivate ITSD staff to ensure the targeted achievements and deliverables;
   - Foster teamwork and collaboration within the Division;
   - Conduct annual performance appraisals and set key performance/development objectives for each individual staff of the Division;
   - Handles staff complaints on all matters related to IT.

2. **Develop strategy and policy related to IT**
   - Develop ASEC IT strategic plan for the continuous improvement of technology infrastructure and system;
   - Determine opportunities for improvement of current IT systems and future IT needs of the ASEAN Secretariat;
   - Ensure current and upcoming IT projects are appropriately complemented with right technology;
   - Develop IT policies and procedures;
   - Develop and/or manage IT Disaster Recovery Plan/Business Continuity Planning;
   - Oversee implementation of IT strategic plan and compliance of IT policies/procedures;
   - Ensure state-of-the-art IT environment and maintain the established standards of hardware and software for ASEAN Secretariat.

3. **Provide IT technical supports:**
   - Keep abreast of the development within hardware and software;
   - Keep track of and identify emerging technologies to be incorporated into ASEC's IT system;
   - Oversee the development and implementation of IT projects;

- Ensure appropriate IT supports to users, meetings or other related events organised at the ASEAN Secretariat;
- Serve as a resource person for consultations, meetings, workshops, or trainings in the areas related to IT;
- Perform other relevant tasks as assigned by the Director of Corporate Affairs.

<u>Qualifications and experience:</u>
- Advanced university degree (Master's or equivalent degree) in computer science, information technology, information management systems or other related fields;
- A minimum of 6 years working in IT field with 5 years at managerial level;
- Sound knowledge of Microsoft Windows and Windows Server, Microsoft Office, Outlook, LAN, Wireless, Internet Technology, Antivirus, Anti Spyware, etc.;
- Sound knowledge of enterprise resource planning system (ERP) applications;
- Knowledge of database and programming, such as Microsoft SQL, Microsoft Access, PostgreSQL, Visual Basic, PHP, Java, etc.;
- Sound knowledge of latest technology, platform solutions and systems available in the market;
- Able to lead IT team and work independently with minimum supervision;
- Demonstrated ability to develop and maintain sound working relationships with governmental representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Sound oral and written communication skills;
- Strong interpersonal skills, including work experience in cross-cultural environment and international settings;
- Excellent command of English, both written and spoken.

Remuneration and Benefits:
Successful candidate will be offered a basic salary of **USD 5,567** 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 21 February 2024.**

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