



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

**ASSISTANT DIRECTOR/HEAD OF
POLITICAL COOPERATION DIVISION 1**

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, with Timor Leste as its 11th member with an “Observer” status. It was proclaimed a community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together,” signed by the ASEAN Leaders during the 27th ASEAN Summit in Kuala Lumpur, Malaysia, in 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 the ASEAN Member States 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 pillars of the ASEAN Community, namely the ASEAN Political-Security Community (APSC), the ASEAN Economic Community and the ASEAN 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 Political Cooperation Division 1**.

Duties and Responsibilities:

The Assistant Director (ADR) Political Cooperation Division 1 reports directly to the Director of Political and Security Directorate, and he/she will be responsible for the following duties:

1. Manage the operational activities of the Division

- Manage, plan and approve tasks and activities of staff;
- Provide guidance/direction for staff on professional matters;
- Foster teamwork and collaboration within the Division;
- Conduct annual performance appraisals for staff, map training and professional development activities for individual staff;
- Manage effectively all resources of the Division, including financial, physical and human resources; and
- Participate in and contribute to Divisional or Directorate meetings.

2. Provide policy and technical advice and recommendations to relevant ASEAN bodies and ASEAN Member States

- Provide policy and procedural advice to relevant ASEAN bodies and ASEAN Member States;
- Provide inputs to the drafting of political documents as well as agreements (in liaison with the Legal Services and Agreements Division (LSAD));
- Prepare draft statements, declarations, plans of action and similar documents as requested by relevant ASEAN bodies or ASEAN Member States; and
- Prepare proposals, discussion papers, analytical papers, information papers and other strategic papers as requested by relevant ASEAN bodies or ASEAN Member States.

3. Manage the development, implementation and evaluation of projects/programmes/ activities under the Division's purview

- Develop, implement and evaluate projects and programmes under the Division's purview in coordination with relevant Divisions;
- Assist with project appraisal and implementation by providing technical inputs into projects, in coordination with the Programme Cooperation and Project Management Division (PCPMD);
- Where necessary, mobilise resources for project activities in coordination with the PCPMD; and
- Coordinate activities under the purview of the Division, i.e. political visits by Leaders/ministers/dignitaries from ASEAN Member States to the ASEAN Secretariat or political visits by the Secretary-General of ASEAN (SG) to ASEAN Member States.

4. Provide support and service to the following ASEAN bodies/meetings:

- Attend and service the meetings of the ASEAN Summit, ASEAN Coordinating Council (ACC), and its relevant *ad hoc* subsidiary bodies, Joint Consultative Meeting (JCM), the Committee of Permanent Representative (CPR) and Committee of Permanent Representative Working Group (CPRWG);
- Attend and service relevant ACC's *ad hoc* subsidiary bodies, including the ACCWG on Timor-Leste's ASEAN Membership, among others;
- Review reports of meetings, mission reports, progress reports, press releases, joint statements, presentations, speeches, and media answers as necessary;
- Monitor and report the implementation of issues under the Division's purview, including:
 - Follow-up to the High-Level Task Force on Strengthening the ASEAN Secretariat and Reviewing the ASEAN Organs;
 - Updates of Annex 1 of the ASEAN Charter in coordination with relevant Divisions;
 - Follow-up to the outcomes of the ASEAN Summit, the ACC and its relevant *ad hoc* subsidiary bodies, JCM, CPR and CPRWG;
- Monitor and update Divisions' document databases including in the ASEAN website;
- Provide presentations/briefing to the public and other stakeholders on matters under the Division's purview, when required; and
- Represent the ASEAN Secretariat at ASEAN and international forums as required.

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in International Relations, Political Science, International Law or other appropriate specialist discipline;
- Extensive management experience, with a minimum of six (6) years high-level experience in a recognized specialized field;
- Solid understanding of international and regional issues, and knowledge of and commitment to ASEAN;
- Demonstrated ability to lead and motivate staff in a complex work environment;
- Sound financial, physical and human resource management skills;
- Strong corporate, strategic and business planning skills;
- Strong leadership, management and administration capabilities;
- Strong interpersonal, negotiation and communication skills, including experience in cross-cultural environments and international settings;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders;
- Commitment to consultative and collaborative approaches and work practices;

- Proven ability for accuracy under pressure and adherence to deadlines;
- Excellent command of English, 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. Please note that ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years.

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 26 March 2024**.
