



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

**SENIOR OFFICER AIR TRANSPORT  
TRANSPORT 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, with Timor Leste as its 11<sup>th</sup> 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 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 Minister of ASEAN 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 Air Transport**.

### **Duties and Responsibility:**

This position is responsible to assist the ADR/Head of Transport Division in providing necessary policy and administrative support to ASEAN cooperation in air transport. Specifically, the main function of this position is to provide support to the implementation of air transport-related measures under the ASEAN Transport Strategic Plan 2016-2025/Kuala Lumpur Transport Strategic Plan (KLTSPP) and other relevant sectoral plans of actions.

The detailed responsibilities of this position shall therefore be 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 policy in air transport, including providing inputs into the development of sectoral work plans (and similar documents) and agreements.
2. Facilitates discussions and negotiations among ASEAN Member States.
3. Monitor the implementation of sectoral work plans (and similar documents) and compliance with ASEAN agreements in the air transport sector.
4. Manage and coordinate the activities and provide the required support for the development, implementation and monitoring of programmes and/or projects in air transport:
  - Propose/formulate project/activities
  - Involve in the preparation of project proposals
  - Assist in mobilising resources for the implementation of programmes/projects
  - Monitor 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 air transport:
  - 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 air transport sector by preparing promotional materials and taking part in speaking engagement at national, regional and international events as required.

7. Support the ASEAN bodies on transport and air transport with respect to meetings:

- 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

**Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in International Trade, Economics, Business administration or an appropriate related field or discipline, with a minimum of three (3) years of relevant working experience; or a bachelor's degree with at least five (5) years of relevant working experience, in policy and technical skills, in Trade Facilitation and international customs and trade procedures.
- Extensive supervisory experience, within a management position with a minimum of three years of high-level experience in a technical role.
- Demonstrated knowledge and policy, research, and technical skills in relevant areas and abilities to acquire them.
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- High-level 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.
- Proven skills in problem-solving in a complex organisational environment and in work planning.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, written and spoken.
- Familiarity with econometric and statistical tools.

**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. 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 16 April 2024.**

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