



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

**ASSISTANT DIRECTOR
INFRASTRUCTURE DIVISION**

Background:

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organisation founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and social progress. It comprises the ten countries of Southeast Asia.

The entry into force of the ASEAN Charter on 15 December 2008 had provided new impetus to ASEAN's integration efforts by establishing a legal and institutional framework required to achieve the ASEAN Community by 2015. This includes the newly approved organisational structure of the ASEAN Secretariat (ASEC) that is aligned to the requirements of the Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC), and the ASEAN Socio-Cultural Community (ASCC). The ASEAN Secretariat is therefore well positioned to provide the necessary functions required to effectively support the community building process under the Charter and the Blueprints.

Currently the ASEC is looking for a qualified candidate to fill the position of Assistant Director, who will Head the Infrastructure Division under the Finance, Industry & Infrastructure Directorate; ASEAN Economic Community Department.

Duties and Responsibilities:***1. Manage the operational activities of the Division.***

- Manage, plan and approve tasks and activities of staff
- Conduct annual performance appraisals for staff, map training and professional development activities for individual staff.

2. Provide policy and technical advice and recommendations on ICT, energy, minerals, tourism and transport.

- Provide policy and technical advice and recommendations on the above matters, including providing input into the drafting of sectoral work plans (and similar documents) as well as agreements (in liaison with Legal Services and Agreements Division)
- Facilitate negotiations among Member States

3. Oversee the development, implementation and evaluation of projects and/or programs

- Develop, implement and evaluate programs in support of the above areas: initiate projects; manage project approvals; manage project implementation (including coordinating with international organisations and donors where necessary)
- Monitor progress against sectoral work plans (and similar documents) including the Blueprint, and provide reporting inputs to the Strategy and Programme Support Division where necessary
- Assist with project implementation by providing technical input into projects (for example as technical resource persons for workshops)
- Where necessary, mobilise resources for project activities with the Strategy and Programme Support Division

4. Service the relevant bodies of the ASEAN Community

- Monitor compliance with agreements;
- Where necessary, participate in and contribute staff to FTA negotiations;
- In relation to ICT: manage the ASEAN ICT Fund; and assist the Virtual ASEAN ICT Centre to manage and administer the ASEAN ICT projects.

Qualifications and experience:

- Postgraduate degree in economics or one of the relevant disciplines (transport, energy).
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in a recognised specialised field.
- Proven experience in research, public policy development and negotiation, and in working closely with government officials.

- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, physical and human resource management skills.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders.
- Commitment to teamwork and collaborative work practices.
- Proven ability for accuracy **under pressure** and adherence to deadlines.
- Excellent command of English, written and spoken.

General requirements:

Familiarity with diplomatic practices and protocol. Other required qualities are: computer literacy and proficiency in the use of Microsoft Office tools; ability to multi-task, work long and irregular hours, and perform outside the usual job scope; ability to function effectively independently and as part of a team; and a willingness to travel on short notice.

Remuneration and Benefits:

Successful candidate will be offered the post with a probation period of six months and a monthly salary starting from USD 4,000. There are other applicable benefits which include housing, medical, education of dependent children, gratuity, and annual performance bonus. Upon completion of the probationary period, the candidate will be confirmed for up to three-year contract, inclusive of the six-month probationary period, in the first instance.

How to apply:

Send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a detailed CV, including a recent passport-sized photograph and certified true copies of educational certificates obtained, and completed Employment Application Form, which can be downloaded at www.asean.org.

Incomplete applications will not be considered.

Please indicate on the subject heading: **Application for ADR Infrastructure.**

Application papers should reach the ASEAN Secretariat by **26 July 2013.**

The Selection Committee's decision is final and only shortlisted candidates will be notified.
