



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

**ASSISTANT DIRECTOR
FINANCE & BUDGET 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 work under the Finance & Budget Division (FBD); Corporate Affairs Directorate; Community & Corporate Affairs Directorate.

Duties and Responsibilities:

The Assistant Director/Head provides overall leadership to FBD. He/She is expected to:

1. Managing the operational activities of the Division:

- Manage, plan and approve tasks and activities of staff;
- Provide Finance and Budget directions, and guide staff on professional matters;
- Foster teamwork and collaboration within the Division, and across Divisions/Departments;
- Conduct annual performance appraisals for staff, map training and professional development activities for individual staff;
- Manage effectively all resources of the Division, including human, financial, and physical resources;
- Participate in and contribute to Divisional/Directorate/Management and ASEAN Scheduled meetings;

2. Oversee all financial activities of the Secretariat and ensure the overall financial systems and internal control are in place and in compliance to ASEC rules and procedures and are acceptable to the international communities:

- Review the financial and accounting system and recommend for improvement from time to time;
- Ensure that overall financial systems are in place to secure accurate and timely processing of financial activities;
- Provide effective monitoring and analysis of financial transactions;
- Monitor overall expenditure patterns in compliance with budget requirements, including providing advices on financial policy issues to ensure financial rules, procedures and governance meet international accounting and auditing standards.

3. Manage the budget and financial matters of the ASEAN Secretariat, including managing:

Operational Finances

- Lead and consolidate budget preparation for ASEC and manage budgeting processes;
- Execute financial transactions as per ASEC Financial Rules and Regulations:
 - a. Lead the implementation of the accounting policies over the financial transactions;
 - b. Ensure proper record maintenance, process, and payments verification for all accounts;
 - c. Verify payments instructions to banks before release of payments;
 - d. Ensure adequate security for cash held;

- e. Conduct day to day monitoring of ASEC finances, including compliance with Financial Regulations, ad-hoc reconciliations of expenditures and reports, managing cash flow for efficient cash management and funding requirements.
- Facilitate internal and external audits;
- Provide high level advice to the Director of Corporate Affairs and Deputies Secretary General on progress against budget, and emerging financial issues/requirements, and efficient operations;
- Facilitate operational areas and budget holders (Head of Divisions/Directorates/ Departments) to effectively monitor their own budgets;
- Ensure timely deliverables of financial statements/reports to various users and ensure clean audit reports.

Trust and Project Funds

- Monitor and supervise the day-to-day operation of Trust Funds managed by operational areas to ensure compliance with ASEC Financial Rules and the Terms of Reference for each Trust Fund;
- Ensure timely reporting on Trust Fund utilization/Statement of Accounts of each Dialogue Partners (DPs)/Donors, and initiate any necessary follow-up actions, including ensuring return of any unexpended balance;
- Provide advice on the development of, and implement investment strategies to increase revenue from Trust Funds;
- Maintain appropriate systems, policies and procedures to ensure the transparency of expenditure of Dialogue Partners/donor funds;
- Ensure DPs and Donors requirements are fulfilled along with ASEC rules and procedures on managing Trust and Project Funds including international accounting and reporting standards.

Qualifications and Experience:

- Advanced degree in Financial Management or relevant discipline and/or certified Accountant.
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in a recognised specialised field.
- Sound accounting skills.
- Sound corporate, strategic and business planning skills.
- Proven experience in research, public policy development and negotiation, and in working closely with government officials.
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders.
- Proven ability for accuracy under pressure and adherence to deadlines.
- 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.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Commitment to teamwork and collaborative work practices.
- Ability to multi-task, work long and irregular hours, and perform tasks outside the usual job scope; and
- Excellent command of English, written and spoken.

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, and gratuity. 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/Head Finance & Budget Division.**

Application papers should reach the ASEAN Secretariat by **29 July 2013.**

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