



**THE ASEAN SECRETARIAT  
INVITES ASEAN NATIONALS  
TO APPLY FOR THE POSITION OF**

**SENIOR OFFICER  
DISASTER MANAGEMENT & HUMANITARIAN ASSISTANCE**

**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 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 ASEAN Secretariat is looking for qualified and suitable candidate to fill the position of **Senior Officer for the Disaster Management & Humanitarian Assistance (DMHA) Division**, which is one of the divisions under Cross-Sectoral Cooperation Directorate in the ASEAN Socio-Cultural Community Department. The Division is managing ASEAN cooperation in disaster management, including facilitating the implementation of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and its Work Programmes, as well as the operationalisation of the ASEAN Co-ordinating Centre for Humanitarian Assistance on disaster management (AHA Centre).

The Division is working closely with relevant ASEAN bodies, in particular the ASEAN Committee on Disaster Management (ACDM) comprising heads of national disaster management organisations in ASEAN Member States, the AHA Centre as well as other parties such as the ASEAN Dialogue Partners, United Nations, civil society partners, Red Cross and Red Crescent Movement, etc.

## **Duties and Responsibilities:**

Under the coordination and direction of the Head of the Division, the Senior Officer will be expected to undertake the following:

### ***1. Policy Coordination Support***

- Assist the Head of Division in providing policy coordination support including in drafting sectoral work plans, agreements, technical papers, research-based papers, and background information papers;
- Serve as resource person and facilitate the discussions at meetings of relevant ASEAN sectoral bodies as well as meetings of other organisations;
- Coordinate preparation of documents, such as agenda, discussion papers, concept papers, project proposals, communication materials, meeting reports, and follow-up actions to decisions and agreements made at ASEAN meetings;
- Facilitate cross-sectoral discussions with other divisions/directorates in the ASEAN Secretariat and other sectors and pillars in ASEAN, and provide necessary inputs;
- Provide technical inputs on current and future development in the area of disaster management and humanitarian assistance from regional as well as global perspectives;
- Conduct necessary research on policies related to disaster management, and develop policy papers as assigned by the Head of Division.

### ***2. Project Development & Management***

- Initiate, develop and review project proposals, concept papers, and terms of reference related to the implementation of AADMER Work Programmes;
- Provide technical support and recommendations in the conceptualisation and management of projects, programmes and activities, including preparation and tabling of concept papers and proposals at ACDM meetings and other related forums;
- Conduct project appraisals, monitor approval processes, and work closely with project proponents, relevant working groups, lead shepherd countries, project management teams as well as Dialogue Partners and implementing partners to ensure effective and timely implementation;
- Monitor project implementation, provide necessary support to project proponents in developing and implementing projects, programmes and activities, and prepare progress reports and updates on the implementation status of the projects;
- Liaise and coordinate with project proponents, ASEAN Member States, ASEAN Dialogue Partners, other partners, and other ASEAN Secretariat's directorates and divisions in the implementation of projects, programmes and activities;
- Conduct monitoring and evaluation (M&E) activities on the implementation of projects, programmes and activities under the AADMER Work Programmes to ensure effectiveness of the implementation and provide necessary inputs and recommendations.

### ***3. Advocacy***

- Produce and disseminate informational materials on the implementation of AADMER Work Programmes through the ASEAN websites and other means to raise the

profile and visibility of AADMER;

- Participate in and organise events to build awareness on the implementation of AADMER and promote activities under the AADMER Work Programmes.

#### **4. *Partnership & Resource Mobilisation***

- Assist the Head of Division in monitoring activities of cooperation projects implemented by the DMHA Division in cooperation with partners/stakeholders;
- Prepare progress reports on a regular basis to ASEAN sectoral bodies and funding agencies on progress of implementation of projects and programmes, including their financial activities;
- Liaise with the appropriate level of representatives from ASEAN Dialogue Partners and other humanitarian assistance partners, such as the UN, Red Cross and Red Crescent Movement, civil society and other international organisations;
- Conduct multi-stakeholder partnership meetings/workshops to promote multi-stakeholder partnership in the implementation of AADMER Work Programmes;
- Assist the Head of Division in identifying potential areas for cooperation programmes and projects and resources to further improve the performance of the DMHA Division as well as the effective implementation of AADMER and its Work Programmes.

#### **5. *Division Planning, Reporting & Monitoring***

- Assist the Head of Division in preparing DMHA Division's annual work plans, including budgets and calendar of activities, to support the implementation of AADMER Work Programmes;
- Implement and monitor the Division's work plans, and coordinate with other ASEAN Secretariat's directorates and divisions where cross-sectoral coordination is required;
- Prepare papers and progress reports of the DMHA Division as well as background papers and talking points required by other divisions/directorates and the senior management;
- Maintain consolidated records of the overall progress of the work plan's implementation and the achievement of the results.

#### **6. *Operational Coordination Support***

- Assist the Head of Division to provide technical support to the Secretary-General of ASEAN as the ASEAN Humanitarian Assistance Coordinator, particularly in the event of large-scale natural disasters, multiple disasters and pandemics;
- Provide necessary support on the operationalisation of the AHA Centre as directed by the Head of Division; and
- Perform other tasks as assigned by the Head of Division.

**Qualifications and Experience:**

- Minimum Master's Degree in one or more of the following disciplines: Disaster Management; Emergency Management; Disaster Risk Reduction; Natural Resource Management; Environmental Management; Business Management; Social Development, Social Work and Community Development or an appropriate related field or discipline.
- At least six (6) years of relevant work experience with supervisory experience and proven track record and exposure to disaster management in a government, international organisation and/or private sector.
- Experience in dealing with a wide spectrum of areas in disaster management at development cooperation (policies, trends, issues and development), preferably at regional and international environment.
- Exposure to relevant activities dealing with various international organisations, related institutions and/or private sector.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken, very good communication skills and strong interpersonal skills.
- Ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings.
- High integrity and conscientiousness, and ability to project professionalism.
- Ability to multi-task, work long and irregular hours, and perform tasks outside the usual job scope; and
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

**Remuneration and Benefits:**

Successful candidate will be offered the post with a probation period of six months and attractive remuneration package, including 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](mailto:asean.hr@asean.org) highlighting your suitability and potential contribution to the position together with a detailed CV, including a recent passport-sized photograph, certified true copies of educational certificates obtained and completed Employment Application Form, which can be downloaded at [www.asean.org](http://www.asean.org).

Please indicate on the subject heading: **Senior Officer for Disaster Management & Humanitarian Assistance**. Application papers should reach the ASEAN Secretariat by **1 August 2013**.

**Incomplete applications will not be considered.**

The Selection Committee's decision is final and only short-listed candidates will be notified.

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