



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

**ASSISTANT DIRECTOR  
ENTERPRISE & STAKEHOLDERS ENGAGEMENT 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. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 ASEAN with the basic function 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 center 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: 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 **Assistant Director Enterprise & Stakeholders Engagement Division**.

## **Duties and Responsibilities:**

Reporting to the Director of Market Integration Directorate, the Assistant Director shall be responsible to:

### **1. Manage the operational and administrative activities of the Division.**

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

### **2. Provide policy, technical advice and recommendations.**

- Conduct analysis and draft papers and briefs on the above areas and issues, and share information with ASEAN Member States (AMSs) and where appropriate, with business stakeholders.
- Provide policy and technical advice and recommendations on relevant matters, including supplying inputs into the drafting of sectoral work plans (and similar documents) as well as agreements (in liaison with the Legal Services & Agreements Division).
- Provide speeches, inputs and talking points for ASEAN events and other events involving the ASEAN Secretariat.
- Facilitate negotiations and coordination among AMS.
- Monitor progress against sectoral work plans (and similar documents), including the AEC Blueprint, and provide inputs and reports to the ASEAN Integration and Monitoring Office and the Programme Cooperation & Project Management Division (PCPMD) where necessary.
- Coordinate, facilitate and liaise with other divisions on issues relating to the private sector and to obtain responses from the relevant ASEAN bodies to the issues and recommendation raised by the private sector bodies, including the follow-up.

### **3. Overseeing the development, implementation and evaluation of programmes and/or projects in support of the ASEAN micro, small and medium-sized enterprises (MSMEs) and public-private partnership (PPE).**

- Develop, implement and evaluate programs in support of the above areas: initiate projects; manage project approvals; manage project implementation (including coordinating with international organizations and donors where necessary).
- Assist with project implementation by providing technical inputs into projects (including serving as technical resource person for workshops).
- Conduct outreach and communication activities to the AEC's key stakeholders, in accordance with the AEC communication plan.

- Where necessary, mobilise resources for project activities in coordination with the AEC Strategy and Programme Cooperation & Project Management Division.

**4. Support and service the relevant ASEAN bodies of the ASEAN Economic Community, particularly in the areas of SMEs and PPE.**

- Support in respect of inputs/materials in the meetings of the ASEAN Coordinating Committee on SMEs (ACCSME), SME Advisory Board, SEOM, COW and higher ASEAN bodies, including the ASEAN Summit.
- Ensure that ASEAN Bodies are provided with appropriate substantive and administrative support as required.
- Serve as the focal point and effectively engage with AMS, Dialogue Partners and other stakeholders, and ASEAN Business Councils drawing on input from other Divisions as necessary.
- Represent the ASEAN Secretariat at ASEAN and International forums as required.

**Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in relevant disciplines such as Business Administration, or Management, Economics or International Relations.
- Extensive management experience and related working experience with the private sector, corporate, strategic planning skills 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.
- Sound 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 organizations and other stakeholders.
- Commitment to consultative and collaborative approaches and work practices.
- Proven ability to accuracy under pressure and adherence to deadlines, ability to produce working papers, undertake analysis, write speeches and provide technical inputs.
- Excellent command of English, written and spoken.
- Ability to travel.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **USD 4,841** 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.

**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, certified true copies of educational certificates and transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Assistant Director ESED.**

Application documents should reach the ASEAN Secretariat by **17 January 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)
- ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.

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