



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

**ASSISTANT DIRECTOR/HEAD OF STATISTICS DIVISION (ASEANstats)**

**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 ASEAN Leaders during their 27<sup>th</sup> Summit, 2015. The ASEAN 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 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 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 **Assistant Director/Head of Statistics Division (ASEANstats)**.

### **Duties and Responsibilities:**

Reporting to Director for ASEAN Integration Monitoring Directorate, the duties of the Assistant Director/Head of Statistics Division (ASEANstats) are listed below, but not limited to:

#### **1. Coordinate, implement and monitor ASEAN statistical cooperation, including statistical capacity building:**

- Lead the setting up of the directions of national/regional statistical development in line with the ASEAN Community of Statistical System (ACSS) work plan and under the guidance of the ACSS Committee and ACSS Sub-Committee on Planning and Coordination;
- Lead the setting up of regional guidelines and frameworks for the development and harmonisation of ASEAN statistics, under the guidance of the ACSS Committee and ACSS Sub-Committee on Planning and Coordination;
- Lead the monitoring of Key Performance Indicators in the implementation of the ACSS Strategic Plan, ACSS Communication Plan, as well as the Implementation Plan on Policies and Guidelines on Confidentiality, Data Sharing, and Dissemination of ASEAN Statistics;
- Coordinate and monitor regional statistical cooperation as well as the facilitation of support to the development of regional statistics;
- Facilitate and coordinate the implementation of technical cooperation with international statistical organisations, such as on the adoption/implementation of statistical standards, good practices, and developmental activities in line with the ACSS work plan; and
- Facilitate and coordinate the provision and implementation of technical assistance to ASEANstats as well as the ASEAN Member States, as appropriate.

#### **2. Lead the compilation of ASEAN statistics, development and maintenance of ASEAN statistics database and dissemination of ASEAN statistics, as well as the provision statistical support for ASEAN initiatives, planning, policy analysis, and monitoring, under the three pillars of the ASEAN Community**

- Oversee the collection, production, validation, and dissemination of statistical information, as well as development and updating of statistical database and website;
- Lead the preparation and dissemination of statistical reports, publications, and other statistical information materials;
- Oversee the provision of statistical services, statistical information updates including web-based statistics, and other user support services and responsible for the visibility of ASEAN statistics;
- Lead regional statistical activities in the harmonization of key statistics relevant to integration monitoring; and
- Oversee the facilitation of support to the three pillars of the ASEAN Community in collating other relevant statistical indicators on integration monitoring.

- 3. Promote closer user-producer consultation and producer-producer coordination, greater advocacy, and assessing statistical requirements of the three pillars of the ASEAN Community:**
  - Lead the coordination and collaboration among data producers, users and stakeholders in defining, prioritising, producing, collecting and disseminating ASEAN statistical indicators;
  - Conduct statistical advocacy for greater support towards the development of relevant statistical indicators in support of the planning, policy analysis, and monitoring of ASEAN initiatives under the three pillars of ASEAN Community;
  - Lead the preparation of periodic reports on the progress of regional cooperation in statistics and other relevant policy/concept/issues papers for ASEAN bodies; and
  - Coordinate policy inputs from the concerned ASEAN bodies, for ASEAN statistical planning, programmes, and initiatives development.
  
- 4. Lead the planning, management, capacity building and monitoring of work and human resources of the ASEANStats to sustain quality of work and efficient delivery of services**
  - Lead the preparation, implementation and monitoring of ASEANstats' deliverables in compliance with international quality standards and other management and administrative processes;
  - Lead the preparation of ASEANstats' budget and work plan; and
  - Oversee the effective performance and continuing professional development of ASEANstats' staff.
  
- 5. Perform other duties as assigned by Director for ASEAN Integration Monitoring Directorate (AIMD) or higher authority.**

**Qualifications and experience:**

- Advanced degree (PhD desirable) in Statistics, Economics, Econometrics or other relevant areas.
- At least eight (8) year of experiences in government, academics, or international organisation, involving statistical development, standards, analysis, and dissemination. A good command of macro- and socio-economic statistics, including International Merchandise Trade Statistics, Foreign Direct Investment Statistics, Statistics of International Trade in Services, Balance of Payment, MDG/SDG and National Accounts, as well the issues and initiatives on the harmonisation of statistics, is preferred
- At least six (6) years' experience in a supervisory capacity, and with good mentoring and team development capabilities.
- Extensive knowledge of international standards for statistics, with vast experience in designing, monitoring, and evaluating statistical business process and statistical quality assurance.
- Good IT skills, adequate knowledge/appreciation of IT applications in statistics and relevant statistical software such as SAS/SPSS, SQL, Microsoft Access, TSP/STATA, or relevant software are preferred.
- Demonstrated skills in analysis, problem solving, planning and development of policies and procedures.

- High-level interpersonal, negotiation and communication skills, including the ability to develop and maintain sound working relationship with government officials, public, and other stakeholders.
- Sound financial, physical and human resource management skills, with demonstrated ability to lead and motivate staff in a complex work environment.
- Commitment to teamwork and collaborative work practices, as well as prove ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken.

**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 Statistics Division.**

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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