



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

**SENIOR OFFICER  
STANDARDS & CONFORMANCE 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 **Senior Officer Standards & Conformance Division**.

### **Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Standards & Conformance Division, the Senior Officer shall be responsible to:

- 1. Coordinate and support the meetings in the area of STRACAP**
  - Provide support on the development and implementation of programmes/initiatives.
  - Monitor and coordinate meetings to facilitate discussions and negotiations.
  - Provide support as a resource person.
  
- 2. Coordinate activities and provide required support for the implementation of programmes and projects funded by Dialogue Partners in this area.**
  - Provide input on the development of technical assistance programmes with FTA/Dialogue Partners.
  - Support the monitoring and implementation of technical assistance programmes.
  - Review the implementation of programmes and recommend follow-up actions in line with needs.
  
- 3. Support the ASEAN bodies with regards to sectoral meetings.**
  - Prepare agenda and/or report of the meeting for adoption.
  - Prepare and present policy papers.
  - Provide support as a resource person for the meeting.
  - Prepare mission reports and follow-up actions
  
- 4. Disseminate information as required**
  - Speak at seminars, workshops and training courses as required.
  - Respond to enquiries from researchers, public/private sectors, other sectoral bodies and other stakeholders.
  - Prepare Press Releases, speeches, presentations materials as necessary.

### **Qualifications and experience:**

- Advanced university degree in Management, Economics or other appropriate specialist discipline such as science based with a minimum of three (3) years of relevant experience in the field of standards, technical regulations, conformity assessment, and/or metrology areas. A Bachelor in similar disciplines with not less than five (5) years' relevant working experience shall also be considered.
- Extensive supervisory experience, with management position.
- High level technical skills and knowledge in the area of responsibility.
- Demonstrates skills in problem solving, planning and development of policies and procedures.
- Demonstrates ability to motivate staff and work effectively with people at all levels of the organisation.
- Demonstrates sound oral and written communication skills, interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrates commitment to collaborative work practices and ability to develop and maintain sound working relationships with stakeholders.

- Experience in identifying training and professional/technical development needs of staff.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Excellent command of English, written and spoken.

**Remuneration and Benefits:**

The successful candidate will be offered a basic salary of **USD 3,385** 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 transcripts for Bachelor and Master degrees, including PhD (if any), and completed ASEC Employment Application Form** with a recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer Standards & Conformance Division.**

Application documents should reach the ASEAN Secretariat by **15 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. The applicant's age shall not be more than 57 years old at time of application.

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