



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

**ASSISTANT DIRECTOR/HEAD OF
POVERTY ERADICATION & GENDER 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 ASEAN Leaders during their 27th 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 Poverty Eradication & Gender Division (PEGD)**. This position reports to Director of Human Development Directorate.

Duties and Responsibilities:

Reporting to the Director of Human Development Directorate, the duties of the Assistant Director/Head of PEGD are listed below, but not limited to:

- 1. Manage the operational activities of the Division**
 - Plan and manage the work and deliverables of the division.
 - Supervise, provide guidance and direction, and approve tasks and activities of staff.
 - Foster teamwork and collaboration within the division.
 - Conduct annual performance planning, mid-year assessment and annual appraisals for staff, and identify key performance development needs for individual staff.
 - Effectively manage all resources of the division, including human, financial, and physical resources.
 - Participate in and report during Directorate management meetings.
- 2. Provide policy, technical advice, and recommendations**
 - Provide policy and technical advice and recommendations on sector concerns within division's purview, including providing input into the drafting of sectoral workplans (and similar documents) as well as any agreements, in coordination with Legal Services and Agreements Division.
 - Monitor progress of implementation of sectoral workplans (and similar documents) including relevant commitments in the ASCC Blueprint 2025 and provide report and inputs for the Director and Deputy Secretary General.
 - Sit as member of steering committees and provide technical advisory and substantive support to Technical and Working Group Meetings for sectors within the division's purview.
 - Provide technical expertise and participate in official visits organised by ASEAN and/or its Dialogue Partners either as part of the ASEAN Secretariat/ASCC Department or as part of a sectoral delegation.
- 3. Overseeing the development, implementation, and evaluation of programmes and/or projects in support of the ASCC, particularly in rural development, poverty reduction, social welfare, gender, and rights of women and children**
 - Initiate programmes and/or projects and manage project approvals and project implementation.
 - Coordinate with international organisations and donors where necessary, for programmes and/or projects funded by external parties.
 - Assist with programs and projects implementation by providing technical input (for example as technical resource persons for workshops)
- 4. Servicing the relevant bodies of the ASEAN Socio Cultural Community**
 - Ensure that ASEAN bodies within division purview are provided with appropriate substantive and administrative support as required.

- Serve as the focal point and effectively engage with ASEAN Member States, Dialogue Partners, and other stakeholders, 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 in relevant discipline related to Social Sciences, Economics, or relevant discipline with minimum six (6) years at relevant experience in a recognised specialised field. Preferably having extensive supervisory experience in management position
- A sound understanding of international and regional issues, particularly issues of sectors within the division purview, and knowledge of, and commitment to ASEAN ideals.
- Proven experience in analysis, public policy development and negotiation, and in working closely with government officials.
- Familiarity with the working of international organizations and diplomatic procedures and protocols.
- Sound financial and human resource management skills.
- Commitment to teamwork and collaborative work practices.
- Demonstrated good interpersonal skills, ability to develop and maintain sound working relationships with public and private sector organisations, stakeholders, and partners, and work effectively with people at all levels of the organisations
- Demonstrated ability to motivate staff, foster the career development goals of staff, identify training/ professional/technical development needs of staff and/or to conduct both formal and on the job training.
- Proven ability for accuracy under stress condition and adherence to deadlines.

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 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 PEGD.**

Application documents should reach the ASEAN Secretariat by **26 September 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
