



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

**DIRECTOR
POLITICAL AND SECURITY DIRECTORATE**

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 **Director for Political and Security Directorate**.

Duties and Responsibilities:

Reporting to the Deputy Secretary-General of ASEAN for the ASEAN Political-Security Community, the Director shall be responsible to:

1. Lead and manage the overall operations of the Political and Security Directorate of the ASEAN Secretariat.

- Provide support and act as a resource person for the Chair of ASEAN and other ASEAN Member States in substantive and procedural matters related to ASEAN political and security cooperation;
- Provide advice and support to the Chair of ASEAN in organizing meetings under PSCD purview, both logistically and substantively
- Ensure smooth coordination, communication and cooperation among ASEAN Member States as well as between ASEAN Member States and the ASEAN Secretariat in political security issues;
- Provide assistance and advice on procedural and logistical issues to APSC Sectoral Bodies, including ASEANTOM.
- Take charge of and provide leadership to the political-security teams servicing ASEAN meetings, including advising the Chair on logistical and substantive matters to ensure a smooth flow of events;
- Be the Head of Delegation of the ASEAN Secretariat at working-level meetings under APSC Department;
- Make recommendations and provide strategic advice to the EXCOM of the ASEAN Secretariat on day-to-day managerial matters and political-security-related issues;
- Coordinate with relevant Directorates in the ASEAN Secretariat on cross-pillar issues and provide political perspectives to economic and social and cultural issues, where appropriate;
- Provide strategic and policy inputs to the implementation of the APSC Blueprint;
- Plan and oversee the Directorate activities;
- Determine priorities, set goals and work priorities, and oversee the quality of work outputs;
- Support participation of the Secretary-General and/or Deputy Secretary-General of the APSC Department in Ministerial and SOM-level meetings under the Political-Security Directorate;
- Produce information papers on matters related to political-security issues;
- Manage effectively all Directorate resources, including physical, financial, and human resources of the following Divisions:

a. The Political Cooperation Division

- Provide guidance and be in charge of the PCD team servicing the ASEAN CPR, SOM, AMM and Summit Meetings;
- Provide assistance to and support the on-going negotiations of the Code of Conduct in the South China Sea under the ASEAN-China JWGs/SOMs-DOC;
- Support and coordinate ASEAN cooperation in political development (as defined in the APSC Blueprint), including ASEAN Member States' cooperation under the Treaty of Amity and Cooperation in Southeast Asia, and the Treaty on the Southeast Asia Nuclear

Weapon-Free Zone; and their efforts in keeping the ASEAN region free of all other weapons of mass destruction;

- Follow, write information papers and make recommendations, if required on emerging and important political issues in the region and beyond;
- Support and coordinate ASEAN cooperation to ensure a cohesive, peaceful and resilient Southeast Asian region with shared responsibility for comprehensive security.
- Support and serve the Committee of Permanent Representatives (CPR).

b. The Security Cooperation Division

- Support and coordinate ASEAN cooperation in traditional security matters, including defence cooperation, ASEAN Regional Forum (ARF), the ASEAN Security Outlook (ASO), conflict prevention, preventive diplomacy, and maritime security.
- Support and coordinate ASEAN cooperation in non-traditional security matters, including counter-terrorism, trafficking in persons, people smuggling, cyber crime, illicit drug trafficking, illicit trafficking of wildlife and timber, arms trafficking, sea piracy, money laundering, international economic crimes, immigration and other emerging security issues.
- Support and coordinate also ASEAN cooperation in drug control and immigration matters.

c. The Human Rights Division

- Support and coordinate the work of the ASEAN Intergovernmental Commission on Human Rights (AICHR), including cooperation among four existing ASEAN bodies/mechanisms on human rights.
- Support the work of the ASEAN Institute for Peace and Reconciliation (ASEAN-IPR).

d. The APSC Analysis and Monitoring Division

- Conduct research, analysis and assessment on existing and emerging issues across APSC's sectors with particular focus on political-security and ASEAN external relations based on the request of ASEAN Member States as well as other Divisions in the APSC Department
- Prepare policy briefs based on research/studies
- Monitor the implementation of ASEAN's agreements and commitments such as but not limited to APSC Blueprint 2025, APSC sectoral roadmaps and work plans; monitor commitments with Dialogue Partners and other external partners; and develop monitoring frameworks as necessary
- Mobilize resources in collaboration with ASEAN Member States and other divisions within the ASEAN Secretariat to support research on priority areas when needed
- Update APSC Sectoral Bodies and other agencies in the monitoring report

2. Lead and manage the human, financial and physical resources of the Political and Security Directorates of the ASEAN Secretariat

- Provide strategic guidance and direction for Assistant Directors, Senior Officers, and other staff in area of responsibility on professional matters to support and coordinate the implementation of the APSC Blueprint.
- Monitor and allocate resources for the Directorate staff to accomplish tasks.
- Ensure the work output is in line with the objectives of the Directorate and in support of the ASEAN Community as a whole.
- Convene regular meetings with the Heads of Divisions within the Directorate.
- Provide guidance to Divisions based on their mission reports and briefing of meetings they have attended.
- Provide guidance and supervise to Divisions in preparing for the annual operational budget.
- Motivate and mentor staff of the Directorate.
- Foster teamwork and collaboration within the Directorate and across Departments of the ASEAN Secretariat.
- Oversee and manage the annual performance review process for staff in the Directorate.

3. Lead delegation and/or participate in the APSC meetings and to lead in taking follow-up action from these meetings on matters under the direct purview of the APSC Directorate

- Represent the ASEAN Secretariat (ASEC) at APSC Meetings, conferences, seminars, workshops, training sessions, etc. under the political-security directorate
- Represent the Secretary-General at ASEAN Ministerial meetings and conferences when required.
- Assist Ministers and Senior Officials in addressing policy related and strategic issues and well as technical issues.
- Recommend ASEC delegations to meetings under purview of the Directorate.
- Provide guidance to Directorate staff in preparing for those meetings.
- Lead and supervise follow-up action by the Directorate on matters under its direct purview.

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree), preferably in a relevant area of political science, particularly international relations, comparative political studies, or international organization, with extensive management experience of minimum eight (8) years in a senior management position, having solid experience in public policy development and negotiation. Experience in briefing Ministers and senior government officials is preferred.
- A solid understanding of ASEAN regional issues, and In-depth understanding of, and an ability to evaluate international political situations;
- Excellent writing and presentation skills.
- Demonstrated strong leadership ability to lead and motivate staff in a dynamic, multi-culture and demanding environment.
- Knowledge of and commitment to ASEAN values and ideals.
- High-level budgetary, physical and human resource management skills.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders in ASEAN.
- Commitment to consultative and collaborative approaches and work practices.
- Available for extensive travel

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 6,923** 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 Director Political & Security.**

Application documents should reach the ASEAN Secretariat by **14 August 2019**. 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
- 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.
