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## MEMORANDUM

**TO :** **The Assistant Secretary**  
Policy, Planning and Foreign Assisted and Special Projects  
**and FMB Director, In Concurrent Capacity**

**The Directors**  
EMB, BMB, MGB, LMB, ERDB

**The OIC Director**  
Policy and Planning Service

**FROM :** **The Undersecretary**  
Policy, Planning and International Affairs

**SUBJECT :** **JOB VACANCIES AT THE ASEAN SECRETARIAT**

**DATE :** 29 March 2021

This refers to the letter dated 26 March 2021 signed by Assistant Secretary Junever M. Mahilum-West, Office of ASEAN Affairs, Department of Foreign Affairs regarding the following current job vacancies at the ASEAN Secretariat:

1. Assistant Director/Head of Finance Integration Division (deadline for submission of application: 17 April 2021);
2. Senior Officer, Maritime Transport (deadline for submission of application: 17 April 2021); and
3. Senior Officer, Central Management Team (deadline for submission of application: 3 April 2021).

The job descriptions and call for applications are attached for reference. Forms can be downloaded at [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form).

For your information, please.

  
ATTY. JONAS R. LEONES

MEMO NO. 2021-268

**Let's Go Green!!!**



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASEAN AFFAIRS

EXTREMELY URGENT

Ref No. : DIV1-220-ASEAN-2021  
Subject : Job Vacancies at the ASEAN Secretariat  
Date : 26 March 2021

Mesdames and Sirs,

The Department informs the agencies of the ASEAN Matters Technical Board (AMTB) of the following job vacancies at the ASEAN Secretariat:

1. Assistant Director/Head of Finance Integration Division  
(deadline for submission of application: 17 April 2021);
2. Senior Officer, Maritime Transport  
(deadline for submission of application: 17 April 2021); and
3. Senior Officer, Central Management Team  
(deadline for submission of application: 3 April 2021).

The job descriptions and calls for applications for these vacancies are attached for reference.

Very truly yours,  
For the Secretary of Foreign Affairs:

  
JUNEVER MAHILUM-WEST  
Assistant Secretary

**ALL AMTB AGENCIES**



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

**ASSISTANT DIRECTOR/HEAD OF FINANCE INTEGRATION 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/Head of Finance Integration Division**.

### **Duties and Responsibilities:**

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

- 1. Manage and supervise operational and administrative activities of the Division.**
  - Manage, plan, assign, 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 identify specialised training and professional development activities for individual staff.
  - Manage effectively all financial, physical and human resources of the Division.
  - Participate in and contribute to Divisional or Directorate management meetings.
  - Meet and provide useful information to relevant parties related to the implementation of financial integration initiatives in the ASEAN.
  
- 2. Provide policy and technical advices/recommendations pertaining to the implementation of ASEAN activities related to the regional finance cooperation and integration.**
  - Provide technical and policy advice and recommendations on key aspects and issues of finance integration;
  - Provide support in preparing, reviewing and updating strategic and operational work plans relevant to the implementation of the regional finance cooperation and integration initiatives;
  - Undertake planning and coordinating research and policy analysis and provide advice on finance-related work;
  - Provide inputs and recommendations on cross-cutting areas related to finance integration initiatives among relevant sectoral bodies.
  
- 3. Manage the development, implementation and evaluation of programs and/or projects in support the regional finance cooperation and integration as well as coordinating with dialogue partners.**
  - Initiate projects proposals and secure approval for its implementation, including soliciting funding from interested donor agencies and external partners;
  - Provide technical assistance to facilitate the implementation of projects, as the needs arise; and
  - Undertake assessment on the projects implementation vis-à-vis its objectives, design and outputs, and submit recommendations for further improvement, if any.

#### **4. Support and service the relevant sectoral bodies under the ASEAN Finance Cooperation.**

- Provide substantive supports while servicing meetings of the sectoral bodies under ASEAN Finance Cooperation, including drafting the agenda, discussions papers, reports, joint statements and other technical papers;
- Provide clarification and be a resource person to any queries/ information requested by members of the meetings;
- Participate in relevant regional and international meetings, and maintain effective relationships with representatives from central banks, ministries of finance, international organizations, research institutions, and private sector;
- Actively engage external partners to assist with the implementation of agreed activities identified by ASEAN sectoral bodies where necessary; and
- Participate in financial services negotiations in the FTAs as the needs arise.

#### **Qualifications and experience:**

- Advanced university (Master or equivalent degree) in Economics or Finance, with a minimum of 6 (six) years extensive experience in the areas of finance and/or economics gained in relevant government agencies/ministries, regional/international organizations, academic or research institutions, or the financial sector.
- Solid knowledge of macroeconomic and financial analysis, policy-oriented economic research, financial sector strategies and policies, and public policy development and negotiation.
- Solid understanding of international and regional economic and financial issues.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Strong leadership and strong 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;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Commitment to teamwork and collaborative work practices;
- Excellent command of English, written and spoken and speech-writing skills; and
- Competency in computer skills including with adequate knowledge of Microsoft Office and Outlook.

#### **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 FID**

Application documents should reach the ASEAN Secretariat by **17 April 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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**THE ASEAN SECRETARIAT  
INVITES ASEAN NATIONALS TO APPLY  
FOR THE FOLLOWING VACANCY**

**SENIOR OFFICER MARITIME TRANSPORT  
TRANSPORT 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 Maritime Transport**.

**Duties and Responsibilities:**

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

**1. Provide support and input pertaining to the development and implementation of ASEAN Single Shipping Market (ASSM)**

- Provide inputs on the implementation of necessary measures towards creating an efficient and competitive shipping market.
- Provide inputs to the drafting of principles, guidelines and regulations related to activities in removing barriers related to establishment of ASSM.
- Provide inputs on harmonisation and convergence of standards and procedures regionally in operationalising the ASSM.
- Provide inputs on the implementation of ASSM pilot project.

**2. Provide support in the development, implementation and evaluation of projects / programmes in the field of maritime transport and transport search and rescue**

- Assist in initiating projects and securing approval for its implementation.
- Coordinate, monitor and evaluate the implementation of maritime transport related projects/programmes.
- Coordinate with ASEAN bodies under purview and provide support with respect to maritime transport projects / programmes.
- Coordinate inter-linked and cross-cutting areas related to maritime transport initiatives between relevant sectoral bodies.
- Prepare information materials and coordinate with other divisions for public dissemination/publication.
- Liaise with the external parties.

**3. Support and service meetings under purview**

- Prepare the necessary documents required for the meetings including agenda, discussion papers and drafting reports.
- Act as a resource person and facilitator at meetings.
- Represent the ASEAN Secretariat at meetings as required.
- Assist the hosting organisations in preparing for meetings.



#### **4. Support the relevant bodies of the ASEAN Community**

- Provide necessary support in the implementation of relevant decisions / follow-up requirements from other ASEAN bodies.
- Assist in monitoring compliance with agreements.

#### **5. Provide assistance and direction to team members of the Division**

- Supervise team members for their professional development.
- Provide input to the Head of Division whenever necessary.

#### **6. Support Assistant Director in undertaking substantive work in the field of maritime transport and perform other assignments as may be assigned to her/him**

- Provide necessary input to the Assistant Director pertaining to the implementation of maritime transport related projects, programmes and activities including relevant information for the drafting of speech and talking points.
- Monitor policy developments at regional and international level.

#### **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Maritime Affairs, Economics, Public Policy, Business Management, or other appropriate specialist discipline, or a combination of formal qualifications in two or more of those areas; with a minimum of three (3) years of professional experience in maritime transport development planning and policy formulation, implementation and coordination, as well as in project administration; preferably experience from a national government agency responsible for minerals policies or from a maritime transport-related portfolio of an international or regional organisation.
- Bachelor degree with at least five (5) years working experience shall also be considered.
- Technical skills and knowledge in the relevant area or the demonstrated ability to quickly acquire them.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Sound knowledge of and experience in project management and monitoring and evaluation (M&E).
- Demonstrates ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Excellent oral and written communication skills, interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrates ability to develop and maintain sound working relationships with stakeholders.
- Demonstrates commitment to collaborative work practices.

- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Excellent command of English, written and spoken.
- Ability to travel.

**Remuneration and Benefits:**

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 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 Senior Officer Maritime Transport.**

Application documents should reach the ASEAN Secretariat by **17 April 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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**THE ASEAN SECRETARIAT  
INVITES ASEAN NATIONALS TO APPLY  
FOR THE FOLLOWING VACANCY**

**SENIOR OFFICER CENTRAL MANAGEMENT TEAM  
TRADE FACILITATION 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 Community Vision 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 Master Plan on ASEAN Connectivity (MPAC) 2025 adopted at the 28<sup>th</sup> ASEAN Summit on 6 September 2016 seeks to add value by complementing and synergising efforts under the ASEAN Community Blueprints 2025 and ASEAN sectoral work plans.

The ASEAN Secretariat was established in 1976 by the Foreign Minister of ASEAN with basic functions 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 centre 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 **Senior Officer Central Management Team**, under the Trade Facilitation Division.

**Duties and Responsibility:**

Reporting to the Assistant Director/Head of Trade Facilitation Division, the Senior Officer shall be responsible to:

***Management, Coordination & Reporting***

1. Manage and coordinate the activities for ACTS;
2. Coordinate the actions of all stakeholders involved in ACTS at the national and regional level, specifically:
  - Customs officials
  - Transport officials
  - Other related public sector stakeholders
  - Private sector, banks, transporters, freight forwarders, Customs agents, regional logistics operators/association and other actors involved in the movement of goods by road within ASEAN
  - ASEAN Secretariat's Desk Officers in charge of Customs, Transport, and Insurance
3. Prepare annual budget with the consultation of the SWG-ACTS and relevant Customs bodies to be approved by CPR.
4. Coordinate with National ACTS Project Managers and their staff to monitor the progress of ACTS.
5. Attend the relevant working groups of ASEAN Member States and make reports, proposals and presentations as necessary.

***ACTS Monitoring and Evaluation***

6. To propose monitoring and evaluation plans and identify and suggest areas of improvement;
7. Oversee the maintenance of the ACTS Web Portal and upgrading if necessary;
8. To report to relevant WGs on the data available in MIS of ACTS;
9. Address issues arising from the live implementation with advice and endorsement of the relevant working Groups.
10. To ensure risks are properly addressed by AMS, ASEC and the ACTS contractor.

### **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in International Trade Management or Economics, or other appropriate related field or discipline, with a minimum of three (3) years relevant working experience, or first-level university degree with at least five (5) years relevant working experience, in policy and technical skills, in Trade Facilitation and international customs and trade procedures;
- Good knowledge or experience in Information Technology and Customs are an advantage.
- Working experience in international and/or multi-national organizations is desirable.
- Vast experience in project management and/or certified Project Management Professional (PMP).
- Experience with report writing and drafting analytical papers and official correspondence for senior officials.
- Sound supervisory experience, with the ability to motivate staff and communicate effectively at all levels of large public and private sector organisations
- Demonstrated ability to develop and maintain sound working relationships with stakeholders;
- Demonstrated ability to develop, implement, monitor and review policy and procedures;
- Demonstrated commitment to collaborative work practices;
- Demonstrated ability to plan and organise tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines;
- Demonstrated ability to identify staff training and development needs to mentor staff and conduct on the job training as required;
- Proven skills in problem-solving in a complex organisational environment and work planning;
- Sound oral and written communication skills and strong interpersonal skills including experience in a cross-cultural environment and international settings;
- Excellent command of English, written and spoken.
- Basic understanding of IT services, Virtual Machine backup and maintenance, IT Networking, security and Linux environment.
- Competency in computer skills with adequate knowledge of Microsoft Office products;

### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **USD 3,385** and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalisation & 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 Senior Officer CMT.**

Application documents should reach the ASEAN Secretariat by **3 April 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)
- ORS 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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OUEIEA Secretariat <oueiea.denr@gmail.com>

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## DIV1-220-ASEAN-2021 Job Vacancies at the ASEAN Secretariat

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OUEIEA Secretariat <oueiea.denr@gmail.com>

Fri, Mar 26, 2021 at 8:20 PM

To: ouppia.denr2020@gmail.com

Cc: PSD Document <psddivision@gmail.com>, Marlyn Arzaga <marlyn\_arzaga@yahoo.com>

### Office of the Undersecretary

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### 2 attachments

 **DIV1-220-ASEAN-2021 Job Vacancies at ASEC.pdf**  
38K

 **Job Vacancies at ASEC - Apr 2021.pdf**  
782K