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MEMORANDUM

TO : **The Directors**
Policy and Planning Service
Human Resource Development Service

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

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

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

DATE : 11 January 2021

This refers to the letter dated 05 January 2021 signed by Assistant Secretary Junever M. Mahilum-West, Office of ASEAN Affairs, Department of Foreign Affairs regarding the current job vacancies at the ASEAN Secretariat:

1. Assistant Director, Enterprise & Stakeholders Engagement Division (deadline for submission of application: 17 January 2021)
2. Assistant Director, Statistics Division (deadline for submission of application: 17 January 2021) and;
3. Senior Officer, Standards & Conformance Division (deadline for submission of application: 15 January 2021)

Please be advised that 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 the time of application. Forms can be downloaded at www.asean.org/opportunities/asec-employment-form. You may send your application to asean.hr@asean.org.

For your information and appropriate action, please.


ATTY. JONAS R. LEONES

CC: **The Assistant Secretary**
Policy, Planning and Foreign Assisted and Special Projects

MEMO NO. 2021-27

Let's Go Green!!!



OUEIEA Secretariat <oueiea.dendr@gmail.com>

Job Vacancies at the ASEAN Secretariat

Summtries and ASEAN Coordinating Council Division-PH <asean.div1@dfa.gov.ph> Thu, Jan 7, 2021 at 8:02 AM

To: "Denise Enriquez Cheska C." <DeniseCheskaEnriquez@dti.gov.ph>, Jhomar Doriano <JhomarDoriano@dti.gov.ph>, "Agatha Leigh A. Bongosia" <AgathaLeighBongosia@dti.gov.ph>, "Jan Redmond L. Dela Vega" <JanRedmondDelaVega@dti.gov.ph>, Flor R Villar <frvillar@dswd.gov.ph>, External Affairs Division PDPB <pead.pdpb@dswd.gov.ph>, Hannah Giray <hagiray@dswd.gov.ph>, "Ma. Carmella H Dongga-as" <mchdongga-as@dswd.gov.ph>, Jonas Leones <jonasleones@hotmail.com>, OUEIEA Secretariat <oueiea.dendr@gmail.com>, Pacey Dumlao <paceydumlaol23@gmail.com>, "Patrick T. Aquino" <patrick.aquino@doe.gov.ph>, doeppb@gmail.com, "Jesus L.R. Mateo" <jesus.mateo@deped.gov.ph>, Margarita Consolacion Ballesteros <margarita.ballesteros@deped.gov.ph>, Ena Angelica Luga <ico@deped.gov.ph>, Bianca Velicaria <farida.velicaria@deped.gov.ph>, "Lily Freida M. Milla" <lmilla@ched.gov.ph>, CHED IAS <ias@ched.gov.ph>, "Undersecretary Mario C. 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Dear Sirs and Mesdames,

Attached is a letter from DFA-ASEAN on current job vacancies at the ASEAN Secretariat. Also included is the detailed description for the job position, for your reference.

Kindly acknowledge receipt of this e-mail.

Thank you.

Sincerely,

Summitries and ASEAN Coordinating Council Division

Office of ASEAN Affairs

Department of Foreign Affairs

2330 Roxas Blvd., Pasay City, Metro Manila

Philippines

Tel Nos.: (+632) 834-3236; (+632) 834-3173

Email Address: asean.div1@dfa.gov.ph; aseanph.summitries@gmail.com; aseanph.div1@gmail.com

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2 attachments

 **Job Vacancies at ASEC - Jan 2021 .pdf**
38K



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASEAN AFFAIRS

VERY URGENT

Ref No. : DIV1-007-ASEAN-2021
Subject : Job Vacancies at the ASEAN Secretariat
Date : 5 January 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, Enterprise & Stakeholders Engagement Division
(deadline for submission of application: 17 January 2021);
2. Assistant Director, Statistics Division
(deadline for submission of application: 17 January 2021); and
3. Senior Officer, Standards & Conformance Division
(deadline for submission of application: 15 January 2021).

The job descriptions and call 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
ENTERPRISE & STAKEHOLDERS ENGAGEMENT 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 Enterprise & Stakeholders Engagement Division**.

Duties and Responsibilities:

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

1. Manage the operational and administrative activities of the Division.

- Manage, plan 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 map out training and professional development activities for individual staff.
- Manage effectively all resources of the Division, including financial, physical and human resources.
- Participate in and contribute to Divisional or Directorate management meetings.

2. Provide policy, technical advice and recommendations.

- Conduct analysis and draft papers and briefs on the above areas and issues, and share information with ASEAN Member States (AMSs) and where appropriate, with business stakeholders.
- Provide policy and technical advice and recommendations on relevant matters, including supplying inputs into the drafting of sectoral work plans (and similar documents) as well as agreements (in liaison with the Legal Services & Agreements Division).
- Provide speeches, inputs and talking points for ASEAN events and other events involving the ASEAN Secretariat.
- Facilitate negotiations and coordination among AMS.
- Monitor progress against sectoral work plans (and similar documents), including the AEC Blueprint, and provide inputs and reports to the ASEAN Integration and Monitoring Office and the Programme Cooperation & Project Management Division (PCPMD) where necessary.
- Coordinate, facilitate and liaise with other divisions on issues relating to the private sector and to obtain responses from the relevant ASEAN bodies to the issues and recommendation raised by the private sector bodies, including the follow-up.

3. Overseeing the development, implementation and evaluation of programmes and/or projects in support of the ASEAN micro, small and medium-sized enterprises (MSMEs) and public-private partnership (PPE).

- Develop, implement and evaluate programs in support of the above areas: initiate projects; manage project approvals; manage project implementation (including coordinating with international organizations and donors where necessary).
- Assist with project implementation by providing technical inputs into projects (including serving as technical resource person for workshops).
- Conduct outreach and communication activities to the AEC's key stakeholders, in accordance with the AEC communication plan.

- Where necessary, mobilise resources for project activities in coordination with the AEC Strategy and Programme Cooperation & Project Management Division.

4. Support and service the relevant ASEAN bodies of the ASEAN Economic Community, particularly in the areas of SMEs and PPE.

- Support in respect of inputs/materials in the meetings of the ASEAN Coordinating Committee on SMEs (ACCSME), SME Advisory Board, SEOM, COW and higher ASEAN bodies, including the ASEAN Summit.
- Ensure that ASEAN Bodies are provided with appropriate substantive and administrative support as required.
- Serve as the focal point and effectively engage with AMS, Dialogue Partners and other stakeholders, and ASEAN Business Councils 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 (Master's or equivalent degree) in relevant disciplines such as Business Administration, or Management, Economics or International Relations.
- Extensive management experience and related working experience with the private sector, corporate, strategic planning skills with a minimum of six (6) years high-level experience in a recognized specialized field.
- Solid understanding of international and regional issues, and knowledge of and commitment to ASEAN.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, physical and human resource management skills.
- Sound corporate, strategic and business planning skills.
- Strong leadership, management and administration capabilities.
- Strong interpersonal, negotiation and communication skills, including experience in cross-cultural environments and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organizations and other stakeholders.
- Commitment to consultative and collaborative approaches and work practices.
- Proven ability to accuracy under pressure and adherence to deadlines, ability to produce working papers, undertake analysis, write speeches and provide technical inputs.
- Excellent command of English, written and spoken.
- Ability to travel.

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 ESED.**

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
- 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.



**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 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 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 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
- 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.



**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 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
- 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.
