



WELCOME TO ASEAN SECRETARIAT



Busrian Mantovani, Technical Officer Human Resource Division



Outline

- ASEAN
- The ASEAN Secretariat (ASEC)
- Structure and Staff Composition
- Recruitment Procedure & Appointment
- Job Opportunities



Background

1. Fundamental Goals of ASEAN

(Source: ASEAN (Bangkok) Declaration of 1967)

- To accelerate the economic growth, social progress and cultural development in the region through joint endeavors, and
- To promote regional peace and stability through abiding respect for justice and the rule of law.

2. Goals of ASEAN Toward 2025

- It was proclaimed a Community through “Kuala Lumpur Declaration on ASEAN 2025; Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit in November 2015
- ASEAN Community Vision 2025, adopted at the Summit, they call for the ASEAN Community in forging ahead together, to work towards building a community that is politically cohesive, economically integrated and socially responsible



History of ASEAN (Association of Southeast Asian Nations)

1967

-  Indonesia
 -  Malaysia
 -  Philippines
 -  Singapore
 -  Thailand
- (8 August)**

1984

 Brunei Darussalam
(7 January)

1995

 Viet Nam
(28 July)

1997

 Lao PDR
 Myanmar
(23 July)

1999

 Cambodia
(30 April)



Association of Southeast Asian Nations (ASEAN)



Brunei Darussalam (7 January 1984)



Cambodia (30 April 1999)



Indonesia (8 August 1967)



Lao PDR (23 July 1997)



Malaysia (8 August 1967)



Myanmar (23 July 1997)



Philippines (8 August 1967)



Singapore (8 August 1967)



Thailand (8 August 1967)



Viet Nam (28 July 1995)





ASEAN Structure

1. ASEAN Summit

- Comprises the Heads of State or Government of the Member States
- Meets twice annually, and be hosted by the Member State holding the ASEAN Chairmanship

2. ASEAN Coordinating Council

Comprises the ASEAN Foreign Ministers and meets at least twice a year



ASEAN Structure (Cont'd)

3. ASEAN Community Councils

- Comprises of the ASEAN Political-Security Council (APSC), ASEAN Economic Community Council (AEC), and ASEAN Socio-Cultural Community Council (ASCC)
- Each ASEAN Community Council shall have under its purview the relevant ASEAN Sectoral Ministerial Bodies
- Each member state shall designate its national representation for each ASEAN Community Council Meeting
- Each ASEAN Community Council shall meet at least twice a year and shall be chaired by the appropriate Minister from the Member State holding the ASEAN Chairmanship





ASEAN Structure (Cont'd)

4. Committee of Permanent Representatives

- Each ASEAN Member States shall appoint a Permanent Representative to ASEAN with the rank of Ambassador based in Jakarta
- The Permanent Representative collectively constitute a Committee of Permanent Representatives which shall liaise with the Secretary-General and the ASEAN Secretariat on all subjects relevant to its work





ASEAN Structure (Cont'd)

5. ASEAN National Secretariats

Each ASEAN Member State shall establish an ASEAN national Secretariat which shall serve as the national focal point

6. Secretary General (SG) of ASEAN and ASEAN Secretariat

The SG shall be appointed by the ASEAN Summit for a non-renewable term of office of five years, selected among nationals of the ASEAN Member States based on alphabetical rotation



ASEAN Secretariat



The ASEAN Secretariat

70A Jl. Sisingamangaraja
Jakarta 12110 · Indonesia
Tel : (6221) 7262991, 7243372
Fax : (6221) 7398234, 7243504

- Established on 24 February 1976 by the Foreign Ministers of ASEAN.
- Basic mandate: *"to provide for greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities"*.
- Envisioned to be the nerve center for a strong and confident ASEAN community that is globally respected for acting in full compliance with the ASEAN Charter and in the best interest of its people.

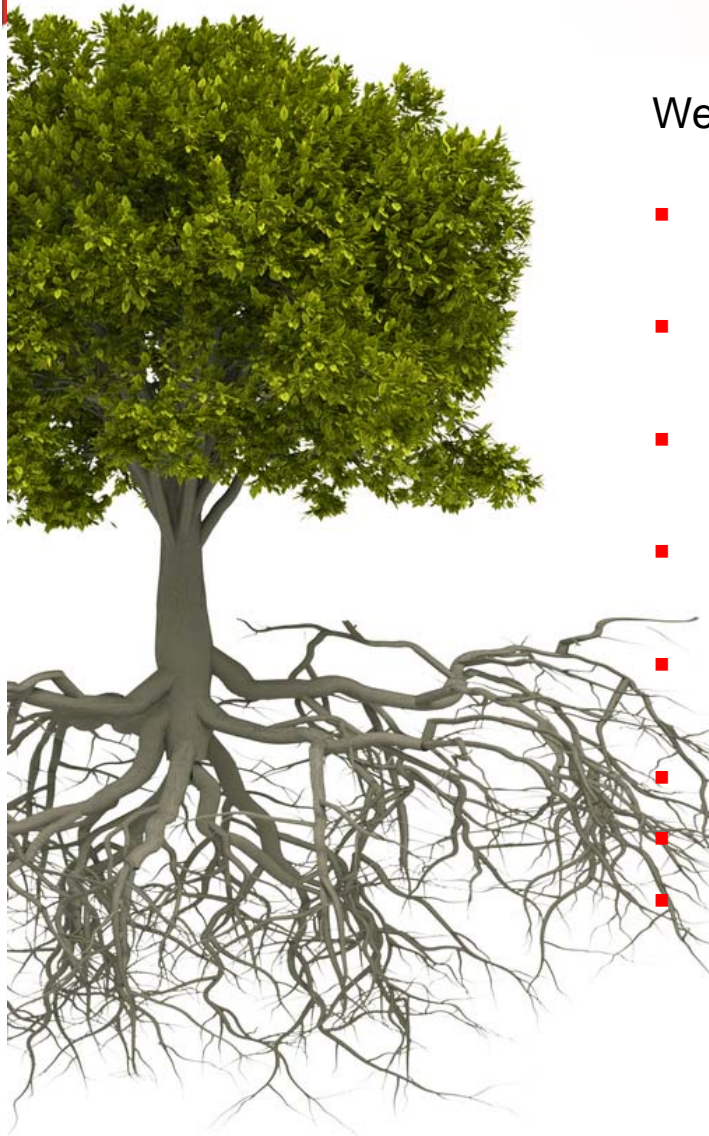




ASEC Core Principles

We commit to:

- Taking personal responsibility for the realisation of ASEC's Vision
- Communicating confidently with all ASEAN stakeholders and winning their trust
- Exercising initiative and creativity in utilising our skills and talents
- Thinking analytically and strategically in our approach to the tasks at hand
- Learning together to broaden and deepen our knowledge bases
- Being alert to better ways to perform our roles
- Respecting and appreciating each other as equal partners
- Recognising the positive qualities and unique potential in our colleagues.



ASEC Top Management Structure



Secretary-General

H.E. Le Luong Minh

Nomination by ASEAN Member States (AMS) on Rotation Basis

Openly Recruited



Deputy Secretary-General

ASEAN Political & Security Community (APSC)

H.E. Hirubalan V P

The DSG APSC supports SG in implementing the APSC Blueprint and strengthening relations with ASEAN Dialogue Partners and the international community..



Deputy Secretary-General ASEAN Socio-Cultural Community (ASCC)

H.E. Vongthep Arthakaivalvatee

The DSG ASCC supports SG in implementing the ASCC Blueprint. He oversees the implementation of projects under ASCC that focus on forging a common identity and building a caring and sharing society which is inclusive and where the well-being, livelihood and welfare of the peoples are enhanced.



Deputy Secretary-General ASEAN Economic Community (AEC)

H.E. Dr. Lim Hong Hin

The DSG AEC assists SG in supporting the realisation of the AEC by 2015. He oversees the implementation of the AEC Blueprint towards the establishment of a Single Market and Production Base, a competitive economic region characterised by equitable development, and a region that is fully plugged into the global economy



Deputy Secretary-General Community & Corporate Affair (CCAD)

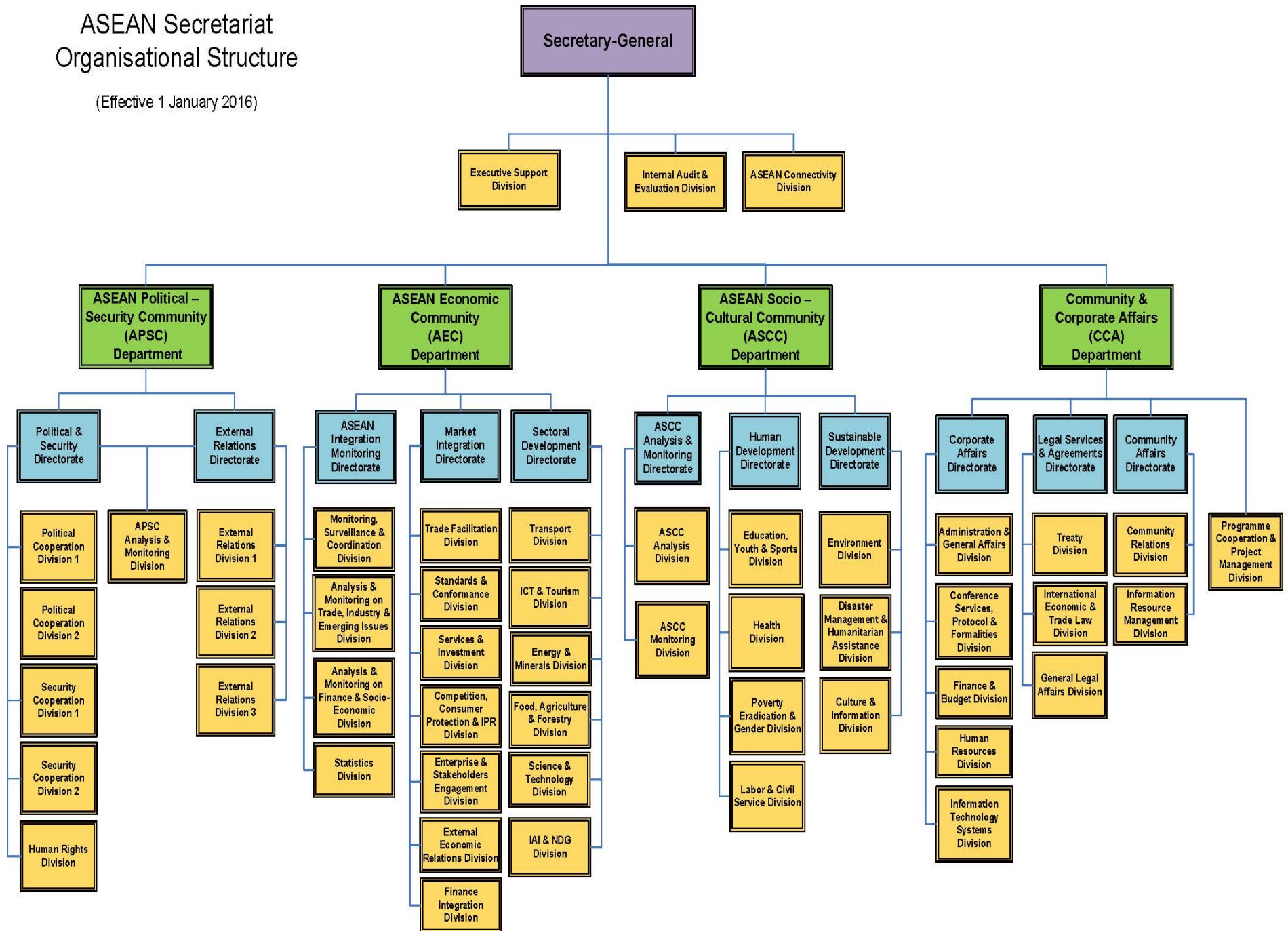
H.E. Dr. AKP Mochtan

The DSG CCA supports SG and is responsible for providing strategic direction and guidance on research, public affairs and outreach programmes for the ASEAN Community.



ASEAN Secretariat Organisational Structure

(Effective 1 January 2016)



ASEAN Political-Security Community (APSC)

To strengthen relations with
ASEAN Dialogue Partners
and the international
community.

Background Education:

- ✓ Political Science
- ✓ International Relations
- ✓ International Law
- ✓ Public Policy



ASEAN Economic Community (AEC)



Background Education:

- ✓ Economics
- ✓ Business Management
- ✓ International Business
- ✓ Finance

To create ASEAN as a Single Market and Production Base, a competitive economic region characterised by equitable development, and a region that is fully plugged into the global economy.



ASEAN Socio-Cultural Community (ASCC)

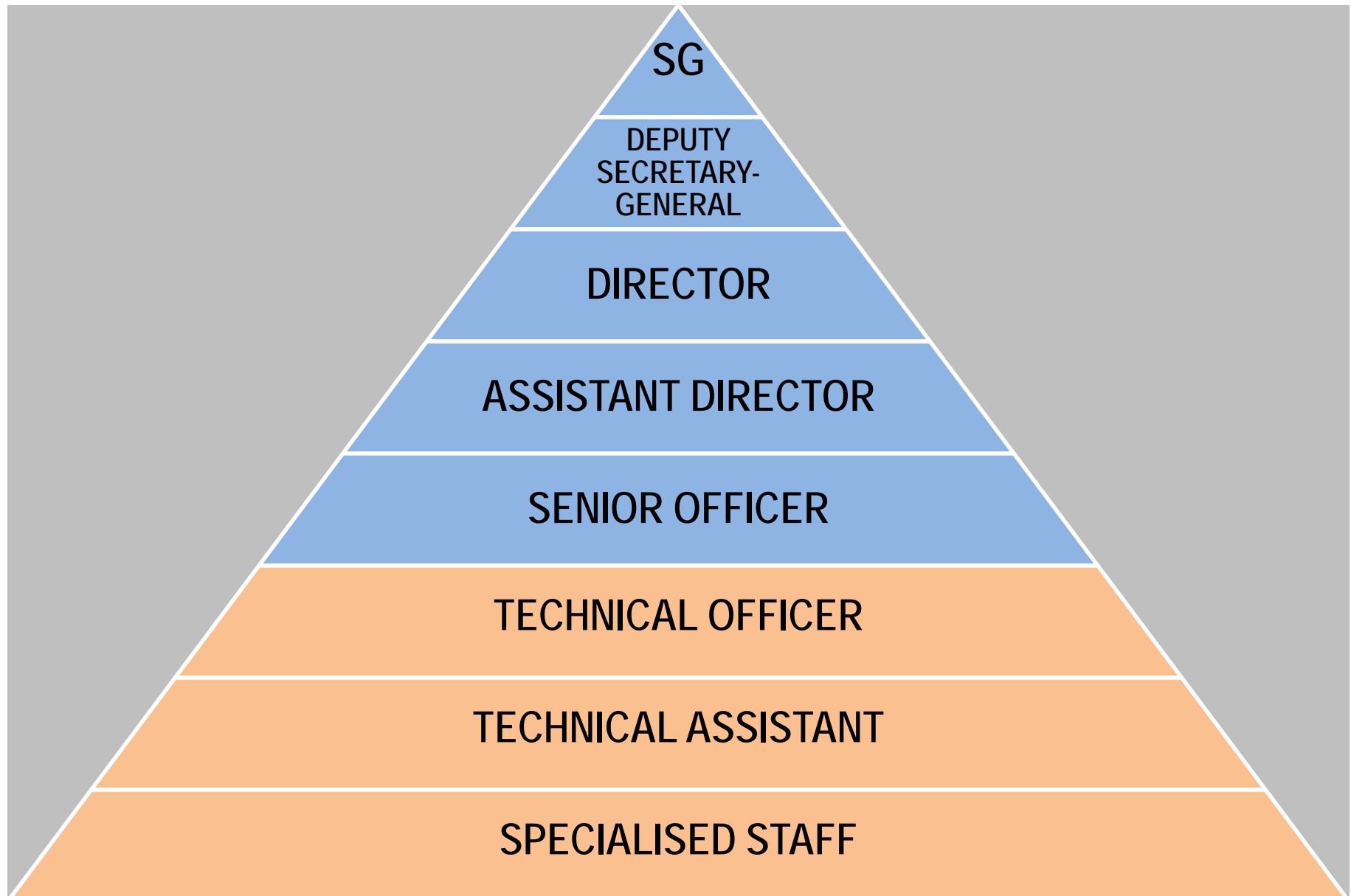
To forge a common identity and building a caring and sharing society which is inclusive and where the well-being, livelihood and welfare of the peoples are enhanced.

Background Education:

- ✓ Education Studies
- ✓ Development Studies
- ✓ Disaster Management
- ✓ Social Sciences



ASEAN SECRETARIAT SCHEMATIC STRUCTURE





Minimum Requirement

Technical Officer

- Bachelor Degree
- 3-5 years experience
- English proficiency
- Willingness to travel

Technical Assistant

- Bachelor Degree
- 1-3 years experience
- English proficiency
- Willingness to travel

Provide technical and administrative support to the ASEAN bodies with respect to meetings, projects/ programmes ASEAN relations with Dialogue Partners.



Recruitment Procedure





Appointment

Contract-based

- Initially 6 months probation and confirmation for up to remaining 3 years contract.
- Renewable.
- Retirement year: 60-years old.



Vacancies : www.asean.org/opportunities/vacancies

ASEAN News Calendar Resources Media Gallery **Opportunities** Communities Links Information Sitemap

Search...

Filter Employment

Select Area

2013

- May
- June
- July
- August
- September

Search

Vacancies in ASEC

Recent Closed

1 2 > >>

Position Detail	Minimum Requirement	Closing Date Status
SENIOR OFFICER COMPETITION AND CONSUMER PROTECTION (re-advertised)	<ul style="list-style-type: none">• Postgraduate Degree in Management, Economics, Development Economics or other appropriate specialist disciplines.• Extensive professional and/or managerial experience, with a minimum of six (6) years of high-level or progressive advancing working track record in recognised and pertinent fields or agencies relating to CPL and/or consumer protection.• Demonstrated skills in technical drafting, in oral and written communications, in problem solving, and in planning and introduction of policies and processes.• Demonstrated competencies, especially interpersonal skills, to motivate staff and to work effectively and collaboratively on a multi-tasking basis, <i>under pressure</i> and tight deadlines, with people at all levels of the organisation, and in cross-cultural and international environments.• Experience in identifying training needs for professional/technical development of staff.	27 September 2013



chei-zu tin-bar-te

GrKuN

Thank you
Terima kasih
ขอบคุณ
Salamat Po
cảm ơn
ຂໍຂອບໃຈ

