



06 August 2021

**CUSTOMS MEMORANDUM CIRCULAR**

NO. 165-2021

To: The Assistant Commissioner  
All Deputy Commissioners  
All Directors and Division Chiefs  
All District/Port Collectors  
And Others Concerned

**SUBJECT: Job Vacancies at the ASEAN Secretariat**

Attached is the Note Verbale dated 02 August 2021 from Mr. Junever M. Mahilum-West, Assistant Secretary, Office of ASEAN Affairs, Department of Foreign Affairs, regarding the job vacancies of the ASEAN Matters Technical Board (AMTB) at the ASEAN Secretariat:

1. Assistant Director/Head of Initiative for ASEAN Integration & Narrowing Development Gap (IAI & NDG) Division (deadline for submission of application: 12 August 2021); and
2. Assistant Director/Head of External Relations Division 2 (deadline for submission of application: 22 August 2021).

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

**REY LEONARDO B. GUERRERO**  
Commissioner  
AUG 09 2021



BOC-09-23491



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

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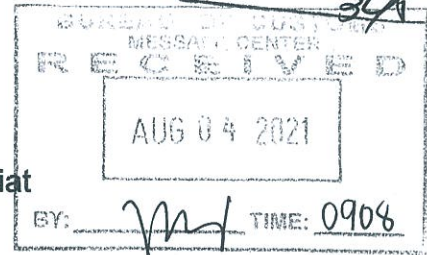
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OFFICE OF ASEAN AFFAIRS

53-469  
Internal Admin. Group  
Received by: VICKY REYES  
Date: 8/4/21  
Time: 3:41

VERY URGENT

Ref No. : DIV1-582-ASEAN-2021  
Subject : Job Vacancies at the ASEAN Secretariat  
Date : 2 August 2021



BOC-09-23491

Dear Esteemed Colleagues,

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

1. Assistant Director/Head of Initiative for ASEAN Integration & Narrowing Development Gap (IAI & NDG) Division  
(deadline for submission of application: 12 August 2021); and
2. Assistant Director/Head of External Relations Division 2  
(deadline for submission of application: 22 August 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 M. MAHILUM-WEST  
Assistant Secretary

Attachments: As stated.

**ALL AMTB AGENCIES**

2330 Roxas Blvd., Pasay City, 1300 Philippines  
Tel. No. 834 - 4000  
www.dfa.gov.ph

8/4 9:30



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

**ASSISTANT DIRECTOR/HEAD OF  
INITIATIVE FOR ASEAN INTEGRATION & NARROWING DEVELOPMENT GAP (IAI & NDG) 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 27<sup>th</sup> 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 IAI & NDG Division**. This position reports to Director for Sectoral Development Directorate.

**Duties and Responsibilities:**

Reporting to Director for Sectoral Development Directorate, the duties of the Assistant Director/Head of IAI & NDG Division are listed below, but not limited to:

**1. Manage the day-of-day activities of staff supervised by this position:**

- a. Manage, plan and approve tasks and activities of staff.
- b. Conduct annual performance appraisals for staff, map training and professional development activities for individual staff.

**2. Manage the Initiative for ASEAN Integration:**

- a. Develop and maintain the IAI Strategy and Work plan.
- b. Provide policy and technical advice and recommendations for IAI development, including providing input into the drafting of sectoral workplans (and similar documents).
- c. Develop, implement and evaluate programs in support of the workplan: initiate projects; manage project approvals; manage project implementation (including coordinating with international organisations and donors where necessary).

**3. Manage work under sub-regional frameworks:**

- a. Focal point to coordination matters to sub-regional cooperation programmes of CLMV, BIMP-EAGA, GMS and IMT-GT.
- b. Monitor developments of related sub-regional cooperation programmes including Mekong-Japan, Lower Mekong Initiative, Mekong-Korea, Mekong-Gangga, Lanxang-Mekong and serves as resource person.

**4. Coordinate NDG policy and programs across all three ASEAN pillars:**

- a. Coordinate policy issues and projects addressing Narrowing the Development Gap with operational Divisions within all operational Directorates.
- b. Monitor progress against the IAI and NDG and other relevant workplans
- c. Mobilise resources for IAI and other sub-regional framework activities through liaison with Dialogue Partners and external parties.

**5. Initiate Partnership and Cooperation:**

- a. Explore closer cooperation with the dialogue partners and external parties as well as the private sector in ASEAN to develop strategies and programmes to assist in implementing IAI and NDG projects.
- b. Facilitate closer co-ordination and integration among division, particularly those that have cross-sectoral dimensions, with respect to projects in the IAI Work Plan and NDG related subject matters.

**6. Perform other duties as may be assigned by the Deputy Secretary-General or Secretary-General**

**Qualifications and experience:**

- Postgraduate degree in relevant discipline, Management or Economics.
- Sound corporate, strategic and business planning skills.
- Proven experience in research, public policy development and negotiation, and in working closely with government officials.
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in a recognised specialised field.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, 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 public and private sector organisations and other stakeholders.
- Commitment to teamwork and collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven 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.

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**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 IAI & NDG Division.**

Application documents should reach the ASEAN Secretariat by **12 August 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)

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

**ASSISTANT DIRECTOR/HEAD OF  
EXTERNAL RELATIONS DIVISION 2**

**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 27<sup>th</sup> 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 External Relations Division 2**.

**Duties and Responsibilities:**

Reporting to Director for External Relations Directorate, the duties of the Assistant Director/Head of External Relations Division 2 are listed below, but not limited to:

**1. Manage day-to-day activities of staff supervised by this position.**

- Manage, plan and clear tasks and activities of the staff under this position's supervision
- Provide guidance/direction for staff on professional matters.
- Foster teamwork and collaboration within the Division as well as across Divisions and Directorates.
- Conduct annual performance appraisals for staff, map 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 management meetings of Division and/or Directorate.
- Provide feedback and suggestions on professional work to the Director of External Relations.

**2. Coordinate relations and development cooperation between ASEAN and Australia, Canada, Chile, EU (including individual Member States of the EU and other European countries which are not formal partners of ASEAN), New Zealand, U.S., UN, and International/Regional Organizations in Latin America and the Caribbean and in the Pacific. This position also handles the overall coordination of matters related to the appointment of non-ASEAN Ambassadors to ASEAN, and ASEAN Committees in Third Countries.**

- Provide policy recommendations on matters related to external relations.
- Coordinate political dialogue with external parties consistent with ASEAN's overall external relations priorities:
  - Prepare draft statements, declarations, plans of actions, and similar documents relevant to and arising from those meetings under the purview of External Relations Division 2.
  - Monitor progress of actions agreed between ASEAN and relevant parties as documented in any work plan, plans of actions, and provide advice as necessary.
  - Liaise with non-ASEAN Members in relations to TAC (in coordination with the Political Cooperation Division 2).
  - Provide relevant support to ASEAN Committees in Third Countries (ACTCs).
- Coordinate development cooperation:
  - Liaise with Programme Cooperation and Project Management Division (PCPMD) on matters related to programmes, projects and funds for cooperation between ASEAN and Dialogue Partners, Sectoral Dialogue Partners, Development Partners and other external parties.
  - Act as focal point for initial policy discussions regarding funding for projects.
  - Monitor and resolve policy issues arising from the implementation of cooperation programmes and projects with Dialogue Partners, Sectoral Dialogue Partners.
  - Development Partners and other external parties (in cooperation with PCPMD).
- Attend and service ASEAN meetings with Australia, Canada, Chile, EU (including individual Member States of the EU and other European countries which are not formal partners of ASEAN),



New Zealand, U.S., UN, and International/Regional Organizations in Latin America and the Caribbean and in the Pacific.

**Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) preferably in External Relations, Political Science, Economics, Management, or other appropriate specialist discipline, with a minimum of six (6) years relevant high-level experience within a senior management position in a recognised specialised field, and extensive supervisory experience.
- Sound corporate, strategic and business planning skills.
- Proven experience in research, public policy development and negotiation, and in working closely with government officials.
- A sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound financial, 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 public and private sector organisations and other stakeholders.
- Commitment to teamwork and collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven 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.

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**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 ER2.**

Application documents should reach the ASEAN Secretariat by **22 August 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)

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