



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MEMORANDUM

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TO : ALL BOC OFFICIALS AND EMPLOYEES



BOC-03-12686

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : **Announcement from the Office of ASEAN Affairs re:
Job Vacancies at the ASEAN Secretariat**

DATE : November 05, 2021

1. The Office of ASEAN Affairs, Department of Foreign Affairs, informed the partner agencies of ASEAN Matters Technical Board (AMTB), which includes the Bureau of Customs, of the following job vacancies at the ASEAN Secretariat:
 - a. Senior Officer, Human Resources Division (deadline for submission of application: **November 06, 2021**) (*Annex "A"*); and
 - b. Senior Officer – Investment, Services & Investment Division (deadline for submission of application: **November 10, 2021**) (*Annex "B"*)
2. In relation to this, the qualifications and requirements of the abovementioned vacancies are outlined on the attached Job Description and Call for Applications (*Annex "C"*).
3. In this regard, all qualified BOC officials and employees who are interested in applying for shall send their applications to asean.hr@asean.org.
4. Further, the advertisements for the aforementioned vacancies may likewise be viewed through the following link: <https://asean.org/careers/>.
5. For information.

IA G Memo No. 38-2021



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

**SENIOR OFFICER HUMAN RESOURCES DIVISION
(PERFORMANCE MANAGEMENT & LEARNING)**

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 Human Resources Division (Performance Management & Learning)**.

Duties and Responsibilities:

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

1. Overall

- Facilitating organizational initiatives/changes in response to organizational requirements (e.g. Performance-based Reward, Talent Management, etc. where applicable).
- Working closely with the Knowledge Management Team on development of learning materials and knowledge sharing, especially on activities that involve organizational capacity building for ASEC staff.
- Managing staff development activities, including training, induction, workshop, coaching and individual learning plan.
- Contributing to the development of HR strategic plan, manpower planning, policies and procedures in collaboration with the Head of HR and under the guidance of DIR of Corporate Affairs.
- Handling matters related staff violations of ASEC's rules and disciplinary measures, when and where necessary.

2. Performance Management

- Leading the Annual Performance Appraisal Process according to the Performance Appraisal Guidelines and follow through into the reward system, including setting KPIs, mid-term/annual evaluation and maintenance of related data.
- Conducting job analysis for new positions.
- Coaching Head of Divisions/supervisors on conducting effective appraisal and supporting their staff.

3. Learning

- Conducting training needs assessments, preparing training plans, budgets and reports.
- In consultation with respective Head of Division/Directorate/Department, facilitating individual learning need.
- Embracing the latest developments in learning trends and technologies including e-learning, tutorial sessions or coaching.
- Designing training and induction materials, including e-learning courses/modules.
- Monitoring of progress and achievement related to staff capacity development and learning activities.
- Coordinating closely with capacity development consultants/educational firms to identify relevant capacity development needs for ASEC staff.
- Acting as the principal point of contact for staff about training and development.

4. Performing other related tasks as assigned by Assistant Director HRD and/or Director of Corporate Affairs.

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 HRD (Performance Management & Learning)**.

Application documents should reach the ASEAN Secretariat by **6 November 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: <https://asean.org/careers/>



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

**SENIOR OFFICER – INVESTMENT
SERVICES & INVESTMENT 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 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 – Investment** under the Services & Investment Division.

Duties and Responsibility:

Reporting to Assistant Director (ADR)/Head of Services & Investment Division, the Senior Officer shall be responsible to:

- 1. Coordinate and support the meetings of the relevant ASEAN bodies mandated to implement the ASEAN Comprehensive Investment Agreement (ACIA), investment-related measures in AEC Blueprint and other ASEAN agreements:**
 - Prepare/develop meeting materials such as agenda, information and briefing papers, discussion papers, concept papers and/or project proposals.
 - Draft meeting reports or summary of discussions as well as reports to the higher ASEAN bodies.
 - Act as resource persons at meetings.
 - Liaise and communicate with the ASEAN Member States regarding the meeting issues and on follow-up work arising from the decisions/agreements at the meeting and related to the implementation of relevant ASEAN agreements, declarations and other related ASEAN documents.
 - Coordinate with other ASEAN bodies (through ASEC's Desk Officers) on cross-sectoral issues and concerns.

- 2. Coordinate technical support in the implementation and monitoring of the operation of ACIA and investment-related measures in the AEC Blueprint and other related ASEAN agreements/documents:**
 - Identify and develop programmes and projects to implement investment-related measures in various ASEAN agreements/documents to implement the ACIA.
 - Coordinate and facilitate the implementation of programmes and project activities related to investment within and across relevant Division(s).
 - Monitor and evaluate the implementation of regional economic development programmes and projects on investment.
 - Coordinate and liaise with various cooperation facilities.

- 3. Coordinate and provide support the meetings on ASEAN Plus FTAs in the area of investment, including implementation of ASEAN investment agreements under the FTAs:**
 - Prepare/develop meeting materials such as agenda, information and briefing papers, discussion papers, concept papers and/or project proposals.
 - Draft meeting reports or summary of discussions and technical papers including reports for the higher ASEAN bodies.
 - Liaise and communicate with ASEAN Member States and FTA Partner concerned regarding the meeting and on follow-up work arising from the decisions/agreements at the meeting and related to the implementation thereof.

- Coordinate with other ASEAN bodies (through ASEC's Desk Officers) on cross-sectoral issues and concerns.
- 4. Monitor of ASEAN's investment performance and issues related to FDI, and their role and impact in economic development:**
- Monitor the progress in relation to investment agreements and performance.
 - Analyse investment data and preparing reports.
 - Coordinate with the relevant ASEAN Secretariat Units the preparation of investment reports or studies.
- 5. Prepare briefing notes and talking points on matters related to investment for meetings of higher ASEAN bodies and investment related events.**
- 6. Perform other tasks as may be assigned from time to time.**

Qualifications and experience:

- Economics, Law or other related disciplines, with relevant working experience of at least three (3) years in free trade area/ investment/trade in services negotiations; policy development, and programme management. An extensive supervisory experience in a recognised specialised field, is an advantage.
- Bachelor degree in economics or related field, with at least five (5) years relevant working experience may also be considered.
- Sound knowledge in project and policy development and analysis with strong ability to apply economic, business and development concepts/theories in policy development and analysis;
- Experience in the conduct research/analytical studies, particularly in the area of investment. demonstrated understanding of and ability to tackle investment and investment-related issues;
- Have an understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated ability to develop and maintain sound working relationships with colleagues, government representatives, public and private sector organizations and other stakeholders.
- Highly proficient in the English language with excellent communication skills, oral and written. Able to clearly and effectively convey and get difficult messages across, and able to understand and capture succinctly meeting discussions and present these immediately in clear, concise and meaningful reports.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Good corporate, strategic and business planning skills.
- Strong leadership and strong administrative capabilities.

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 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 – Investment.**

Application documents should reach the ASEAN Secretariat by **10 November 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC employment Form can be downloaded at: <https://asean.org/careers/>
