



ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II INVITES APPLICATIONS FOR THE FOLLOWING VACANCY

QUALITY AND STANDARD EXPERT

Background:

In 2010, the ASEAN Tourism Ministers endorsed the Mutual Recognition Arrangement (MRA) Follow-up Implementation Requirements covering activities to expedite the establishment and implementation of the Mutual Recognition Arrangement on Tourism Professionals (MRA-TP) including the Establishment of its Regional Secretariat. The Regional Secretariat would promote implementation of the MRA-TP by providing support for its operations and management as well as implementation of related projects and activities. The Regional Secretariat would support the MRA through comprehensive and involvement of a range of stakeholders with full-time professional staff dedicated for the work.

Currently, activities to prepare for the establishment of the Regional Secretariat are being managed by the ICT and Tourism Division of the ASEAN Secretariat. These tasks include (1) monitor the progress of signing of the Agreement for the establishment of the Regional Secretariat, (2) development of the ASEAN Tourism Professionals Registration System (ATPRS), (3) support preparation of the convening of an International Conference in mid-2016, and (4) oversee utilisation of the toolboxes development for tourism labour divisions, including training of Master Trainers and Master Assessors.

It is considered necessary to establish an Ad-Hoc team based in Indonesia to implement the abovementioned tasks separately to the ICT & Tourism Division's work, so that all activities and outputs produced under the Division's work can smoothly be transferred to the Regional Secretariat. The Quality and Standard Expert shall work in close cooperation and consultation with, and report directly to the ICT & Tourism Division of the ASEAN Secretariat.

ATPRS is a web-based facility that serves as a job-matching platform between the industry and ASEAN Tourism Professionals (ATP), and is envisioned to be a portal that has the following functions, among others, to support full implementation of MRA:

- Registration of ATP (registered by Tourism Professional Certification Board (TPCB) of the ASEAN Member States (AMS), particularly profiles and qualifications;
- Maintain records and information on ATP, including those hired by the industry (employer);
- Provide a platform for matchmaking between ATP and Industry (potential employer);

- Registration of ASEAN certified Master Trainers and Master Assessors;
- Registration of education/training institutions based on MRA; and
- Pool of information on the implementation of MRA with a wide range of online resources, e-learning modules with distance learning facility, communication tools including available toolboxes, ASEAN Common Competency Standards for Tourism Professionals (ACCSTP), Common ASEAN Tourism Curriculum (CATC) and Regional Qualification Framework and Skills Recognition System (RQFSRS) and the ASEAN Tourism Qualification and Equivalent Matrix (ATQEM).

The ASEAN Common Competency Standards for Tourism Professionals (ACCSTP) is a set of required minimum competency standards for tourism professionals, developed by the ASEAN Task Force on Tourism Manpower Development, to ensure effective performance at work. It is the essential mechanism required to ensure effective operation of the MRA.

Expected Outputs:

Throughout the duration of the project, the Quality and Standard Expert is expected to deliver the following outputs:

1. Draft Detailed Guideline of MRA-TP, including guideline on NTPB and TPCB;
2. Draft Host Country Agreement;
3. Draft Rules of Procedures for the Regional Secretariat;
4. Update versions of ACCSTP and CATC;
5. Draft ASEAN Tourism Qualifications Equivalent Matrix;
6. Draft mechanism/guideline for Recognition of Prior Learning; and
7. Support the convening of International Conference on MRA-TP.

Duties and Responsibilities:

The following shall cover the duties and responsibilities of the Quality and Standard Experts:

1. Support establishment of the Regional Secretariat through development necessary manual and instruments in coordination with ATPMC
2. Update necessary mechanisms and develop guideline to enable smooth implementation of MRA including process and the usage of Competency-Based Training (CBT) and Competency-Based Assessment (CBA), mechanism of NTPB and TPCB including;
3. Maintain and update the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP);
4. Maintain and update the Common ASEAN Tourism Curriculum (CATC) and Regional Qualification Framework and Skills Recognition System (RQFSRS);
5. Benchmark the implementation of the MRA-TP between the AMS through development of ASEAN Tourism Qualification Equivalent Matrix (ATQEM);

6. Facilitate the exchange of information among AMS concerning assessment procedures, criteria, systems, manuals and publications relating to MRA-TP;
7. Maintain, and update toolboxes to support implementation of MRA-TP;
8. Promote compliance of stakeholders to overall MRA mechanism; and
9. Support the convening of International Conference on MRA-TP; and
10. Report to and provide support as needed by the ATPMC.

Competencies and Qualifications:

(a) Professionalism

- Knowledge on application of MRA-TP.
- Knowledge of education, particularly in curriculum and instruction.
- Knowledge of skills development and significant exposure to and demonstrated proficiency in skills development program, training and assessment program.
- Knowledge of quality assurance and significant exposure to and demonstrated proficiency in development of accreditation system and quality standards and procedure.
- Strong analytical and problem-solving skills, to include proficiency in the development and implementation of systems of moderate size/complexity; develops innovative approaches to resolve a wide range of issues/problems.
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Shows pride in work and in achievements.
- Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns.
- Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

(b) Communication

- Speaks and writes clearly and effectively.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify, and exhibits interest in having two-way communication.
- Tailors language, tone, style and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

(c) Teamwork

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

- Places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

(d) Planning & Organizing

- Develops clear goals that are consistent with agreed strategies.
- Identifies priority activities and assignments; adjusts priorities as required.
- Allocates appropriate amount of time and resources for completing work.
- Foresees risks and allows for contingencies when planning.
- Monitors and adjusts plans and actions as necessary.
- Uses time efficiently.

(e) Stakeholders Orientation

- Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view.
- Establishes and maintains productive partnerships with stakeholders by gaining their trust and respect.
- Identifies stakeholders’ needs and matches them to appropriate solutions.
- Monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems.
- Keeps stakeholders informed of progress or setbacks in projects.
- Meets timeline for delivery of products or services to stakeholders.

(f) Work Experience

- A minimum of five years of progressively responsible experience in planning, design, development, implementation and monitoring of skills development program, training and assessment, curriculum or related area.
- Experience in quality assurance, quality standards and procedure is required.
- Experience in development, implementation and monitoring of accreditation system is desirable.

(g) Education

- Advanced university degree (Master’s degree or equivalent) in education, public administration, public policy or related field.
- A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

(h) Languages

- Fluency in English is required.

Remuneration:

A salary package will be negotiated commensurable with experience.

How to apply:

Send your application to **AADCP II Admin/Personnel, ASEAN Secretariat, 70A Jalan Sisingamangaraja, Jakarta 12110** or email to: personnel@aadcp2.org highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed Employment Application Form with recent photograph, which can be downloaded at <http://www.asean.org/opportunities/>. Please indicate on the subject heading: **Application for Quality and Standard Expert.**

Application papers should reach the ASEAN Secretariat by **8 April 2016.**

The Selection Committee's decision is final and only shortlisted candidates will be notified.