



**ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II
INVITES ASEAN-NATIONALS TO APPLY FOR THE FOLLOWING PROJECT-RELATED POSITION**

**QUALITY AND STANDARDS EXPERT
(Re-advertised)**

Background:

As stated in the ASEAN Tourism Strategic Plan 2016-2025, the vision for the ASEAN Tourism is: *“By 2025, ASEAN will be a quality tourism destination offering a unique, diverse ASEAN experience, and will be committed to responsible, sustainable, inclusive and balanced tourism development, so as to contribute significantly to the socio- economic well-being of ASEAN people.”*

In order to achieve this vision, there is a need to promote the implementation of the ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP). One of the activities to expedite the implementation of the MRA-TP is the establishment of a Regional Secretariat. The Regional Secretariat will support for the operations and management of the MRA-TP, as well as implementation of related projects and activities. Considering the broad scope of work, the Regional Secretariat will be resourced 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, as part of its support to the ASEAN Tourism Professionals Monitoring Committee (ATPMC). These tasks include (1) monitoring progress of signing of the Agreement for the formal establishment of the Regional Secretariat, (2) facilitating development and promoting utilisation of the ASEAN Tourism Professionals Registration System (ATPRS), (3) supporting preparation of the convening of an International Conference in mid-2016, and (4) overseeing utilisation of the toolboxes for tourism labour divisions, including training of Master Trainers and Master Assessors.

There are a number of standards and tools currently available that serve as basis for recognizing tourism professional qualifications across ASEAN. This includes the Common ASEAN Tourism Curriculum (CATC), the Regional Qualification Framework and Skills Recognition System (RQFSRS), the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP), and 242 toolboxes to be used for training and assessing tourism professionals in various tourism labour divisions. These standards and tools will be used as reference by a number of regional and national stakeholders, including the National Tourism Professional Boards (NTPB), Tourism Professional Certification Boards (TPCB),

tourism training institutions, hotel associations and the general hospitality industry, the ASEAN Tourism Professionals Monitoring Committee (ATPMC). The Regional Secretariat, once established, will be in charge to establish and implement processes and mechanisms to manage implementation of these standards and tools, including designing business processes for the various regional and national stakeholders in the tourism professional registration process.

While the process of establishing the Regional Secretariat is ongoing, it is considered necessary to establish an Ad-Hoc team based in Jakarta, Indonesia to implement the abovementioned tasks. The Quality and Standards Expert, as part of the Ad-Hoc team, will be in charge mainly with supporting development and facilitating implementation of mechanisms and processes required for the implementation of the MRA-TP including the utilisation of toolboxes for tourism professional trainers and assessors, and the operationalisation of the Regional Secretariat.

The Quality and Standards Expert will be based in Jakarta, Indonesia. It will report to ATPMC through the ICT and Tourism Division of the ASEAN Secretariat. This position is a non-ongoing position for a period of 12 months beginning on 1 July 2016, with possibility for extension.

Duties and Responsibilities:

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

1. Support establishment of the Regional Secretariat through the drafting of Host Country Agreements and the development of necessary manuals and instruments in coordination with ATPMC;
2. Support operationalisation of the Regional Secretariat by drafting Rules of Procedures and relevant business processes;
3. Update necessary mechanisms and develop guideline to enable smooth implementation of MRA-TP including process and the usage of Competency-Based Training (CBT) and Competency-Based Assessment (CBA), and the business process/mechanism of the National Tourism Professionals Board (NTPB) and Tourism Professional Certification Boards (TPCB);
4. Maintain and update the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP);
5. Maintain and update the Common ASEAN Tourism Curriculum (CATC) and Regional Qualification Framework and Skills Recognition System (RQFSRS);
6. Benchmark the implementation of the MRA-TP between the AMS through development of ASEAN Tourism Qualification Equivalent Matrix (ATQEM);
7. Facilitate the exchange of information among AMS concerning assessment procedures, criteria, systems, manuals and publications relating to MRA-TP;

8. Maintain, and update toolboxes to support implementation of MRA-TP;
9. Promote compliance of stakeholders to overall MRA mechanism;
10. Support the convening of International Conference on MRA-TP; and
11. Report to and provide support as needed by the ATPMC.

Competencies and Qualifications:

- Advanced university degree (Master's degree or equivalent) in education, public administration, public policy or related field with minimum of five year experience in designing, developing, planning, executing and monitoring of training and assessment program. Or first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree;
- Experience working with a wide range of international high-level stakeholders including government officials and private sector leaders;
- Experience working in quality assurance, quality standards and procedure including development of accreditation systems and quality standards and procedure;
- Understanding of relevant ASEAN objectives and commitments;
- Strong analytical and problem-solving skills with ability to develop innovative approaches to resolve a wide range of issues/problems;
- Experience in development, implementation and monitoring of accreditation system is desirable;
- Excellent command of English, both written and spoken

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, and certified true copies of educational certificates obtained. Please indicate on the subject heading: **Application for Quality and Standards Expert.**

Application papers should reach the ASEAN Secretariat by **29 April 2016**.

Previous applicants need not reapply as their previous submissions will be considered.

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