



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

**ASSISTANT DIRECTOR - ANALYSIS & MONITORING ON TRADE,  
INDUSTRY & EMERGING ISSUES (AMTIED)**

**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 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 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 Analysis & Monitoring on Trade, Industry & Emerging Issues Division (AMTIED)**.

## **Duties and Responsibilities:**

This position is under the ASEAN Integration Monitoring Directorate (AIMD), one of the three directorates under the ASEAN Economic Community Department of the ASEAN Secretariat. The AIMD is responsible, among others, for spearheading the implementation of regional surveillance and economic integration monitoring in ASEAN; providing high level policy and technical advice and recommendations to support ASEAN economic integration initiatives; shaping the economic research and policy analysis programme of ASEAN Secretariat; ensuring effective information dissemination, communication and reporting on ASEAN economic integration; and providing in-house capacity development for economic integration monitoring, analysis and research.

The Analysis and Monitoring on Trade, Industry and Emerging Issues Division (AMTIED) is one of the four divisions under the AIMD. Three other Divisions are (i) Monitoring, Surveillance, and Coordination Division; (ii) Analysis and Monitoring on Finance & Socio-Economic Issues Division, and (iii) Statistics Division (ASEANstats).

In the areas of trade, industry and emerging trade-related issues, the AMTIED:

- i. Develops and implements research programs to support the deepening of economic integration in these areas;
- ii. Undertakes high-quality research and policy analyses to enhance and deepen ASEAN's economic integration agenda;
- iii. Provides high level policy and technical advice and recommendations to relevant sectoral bodies and meetings to support their work in developing their programs and agendas;
- iv. Develops and manages research projects, including those funded by Dialogue Partners and international organizations; and
- v. Coordinates and collaborates with research organizations in ASEAN and other research organizations undertaking research on ASEAN.

Reporting to the Director of AIMD, the Assistant Director shall:

### **1. Develop and implement research programmes**

- Develop strong economic research and policy analysis programmes in the ASEAN Secretariat, particularly in the areas of trade, industry and emerging issues.
- Provide the overall coordination of the research programmes in the areas of trade, industry and emerging issues to ensure that objectives are met effectively and efficiently, including by promoting and managing linkages with research institutes and regional and international organisations that undertake relevant research in ASEAN for better synergy.

### **2. Coordinate the preparation of high-quality research, policy analyses, and analytical reports**

- Plan, coordinate, and independently undertake, research and policy analyses related to trade, industry and emerging trade-related issues to enhance and deepen ASEAN's economic integration agenda.

- Coordinate with, as well as provide strategic advice to relevant staff in the AEC Department in identifying key research topics in the areas of trade, industry and emerging trade-related issues.
  - Provide the overall coordination of the organisation of internal workshops/seminars to present research and policy outputs.
  - Coordinate with donors including Dialogue Partners, research partners or international organisations in developing and managing research projects in the areas of trade, industry, and emerging issues that cannot be undertaken internally.
  - Represent the ASEAN Secretariat in regional and international fora related to trade, industry, and emerging issues, as assigned.
- 3. Provide high level policy and technical advice and recommendations to support ASEAN economic integration initiatives:**
- Provide policy and technical advice on trade, industry, emerging issues through briefing papers and presentations.
  - Develop, coordinate and produce economic analyses to assist in the monitoring of various strategic regional integration initiatives.
  - Assist the Deputy Secretary General of ASEAN for the ASEAN Economic Community (AEC) and Director of AIMD in managing regional cooperation through policy research, analysis and advocacy activities.
- 4. Ensure effective reporting, information dissemination, communication and advocacy:**
- Present key findings of research programmes to relevant ASEAN bodies.
  - Participate in high-level ASEAN Meetings (e.g., ministerial and senior economic official meetings), as assigned, and provide technical and other inputs in support of those meetings, including drafting the agenda, discussion papers, joint statements and other technical papers.
  - Prepare and provide summary reports of key findings of high-level meetings for ASEAN economic bodies, as assigned.

**Qualifications and experience:**

- A Ph.D. in Economics particularly in the areas of international trade, macroeconomics, and development economics.
- A minimum of eight (8) years' professional experience at a senior level.
- Extensive knowledge and substantive senior-level experience in conducting economic research and policy analysis, gained in international/regional development institutions, research institutes, public sector, academe, and development and research consulting.
- Strong quantitative analysis background, with extensive experience in empirical work, data collection systems, data quality assurance, analysis, and reporting, and proficiency in statistical/economics software applications such as E-Views, STATA, SPSS, SAS.
- Familiarity with trade, industry and other emerging issues in ASEAN and/or global economies.
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders.
- Proven ability for accuracy under pressure and adherence to deadlines.

- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Extensive supervisory experience with sound financial, physical and human resource management skills, as well as sound corporate and strategic planning skills.
- Commitment to teamwork and collaborative work practices, and demonstrated ability to lead and motivate staff in a complex work environment, and skills in coaching, mentoring and motivating staff.
- Demonstrated high-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- 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.

**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 PhD, including Bachelor and Master degree, 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 Analysis and Monitoring on Trade, Industry and Emerging Issues Division (AMTIED).**

Application documents should reach the ASEAN Secretariat by **24 May 2018**. 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)
- ORS shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.

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