



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

**SENIOR OFFICER – ANALYSIS AND MONITORING ON TRADE,  
INDUSTRY AND EMERGING ISSUES DIVISION (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 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 **Senior Officer Analysis and Monitoring on Trade, Industry and 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 Assistant Director of AMTIED or other designee of the Director of AIMD, the Senior Officer shall:

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

- Contribute to the development of strong economic research and policy analysis programmes in the ASEAN Secretariat, particularly in the areas of trade, industry and emerging issues.
- Assist in 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. Independently undertake high-quality research, policy analyses, and produce analytical reports**

- Assist in planning and coordinating of, 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 advise relevant staff in the AEC Department in identifying key research topics in the areas of trade, industry and emerging trade-related issues.
  - Organise internal workshops/seminars to present research and policy outputs.
  - Inform relevant staff in the AEC Department of key findings in the literature on trade, industry and emerging trade-related issues.
  - 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
  - Contribute to knowledge management on issues related to trade, industry, and emerging issues.
  - 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 high level policy and technical advice on trade, industry and emerging trade-related issues to relevant sectoral bodies through briefing papers and presentations.
  - Develop and produce economic analyses to assist in the monitoring of various strategic regional integration initiatives.

**Qualifications and experience:**

- Advanced degree in Economics (Ph.D preferred) particularly in the areas of microeconomics, international trade, industrial economics, and development economics with a minimum of six (6) years' professional experience.
- Excellent analytical and research background with experience in conducting economic research and policy analysis in relevant areas, gained in international/regional development institutions, research institutes, public sector, academe, and development and research consulting.
- Strong quantitative analysis background, with 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;
- Demonstrated effective interpersonal and communication skills including experience in cross-cultural environment and international settings.
- Demonstrated skills in analysis, problem solving, planning and the development of policies and procedures.
- Demonstrated good interpersonal and team skills, ability to develop and maintain sound working relationships with public and private sector organisations, stakeholders, and partners, and work effectively with people at all levels of the organisations.
- Proven ability for prompt and accurate delivery under stress.
- Fluency in English, both written and spoken.
- Supervisory experience.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of USD 3,385 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 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 Analysis and Monitoring on Trade, Industry and Emerging Issues Division (AMTIED).**

Application documents should reach the ASEAN Secretariat by **17 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)

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