



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

**SENIOR OFFICER CENTRAL MANAGEMENT TEAM  
TRADE FACILITATION 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 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 Central Management Team**. This position reports to Assistant Director/Head of Trade Facilitation Division.

### **Duties and Responsibilities:**

1. Manage and coordinate the activities for the development of the ASEAN Customs System roll-out phase;
2. Coordinate the actions of all stakeholders involved in ACTS at national and regional level, specifically:
  - Customs officials
  - Transport officials
  - Other related public sector stakeholders
  - Private sector transporters, freight forwarders, Customs agents, regional logistics operators and other actors involved in the movement of goods by road within ASEAN
  - ASEAN Secretariat's Desk Officers in charge of Customs, Transport, and Insurance
  - Plan and execute out-reach programmes with the AMS
  - The ASEAN Single Window personnel
3. Prepare annual budget with consultation of the Transit Transport Coordinating Board (TTCB) and relevant Customs bodies to be approved by CPR.
4. Coordinate with National ACTS Project Managers and their staff to monitor the implementation of ACTS post pilot stage.
5. Attend the relevant working groups of ASEAN Member States and make reports, proposals and presentations as necessary for Customs, Transport and Vehicle Insurance sectors, specifically the Special Working Group on ASEAN Customs Transit System (SWG-ACTS), the Customs Procedures and Trade Facilitation Working Group (CPTFWG), the Transport Facilitation Working Group (TFWG) and the Council of Bureaux (COB);
6. Attend meetings of senior managers in ASEAN Member States, specifically the Transit Transport Coordinating Board (TTCB), Customs Coordinating Committee (CCC) and ASEAN Customs Directors-General, to make necessary reports, proposals and presentations;

### ***ACTS Roll-Out Phase Monitoring and Evaluation***

7. To propose monitoring and evaluation plans during the roll-out stage and identify and suggest areas of improvement;
8. Oversee the maintenance of the ACTS Web Portal and upgrading if necessary;
9. To report to relevant WGs on the data available in MIS of ACTS;
10. Address issues arising from the live implementation with advice and endorsement of the relevant working Groups.
11. To ensure risks are properly addressed by AMS, ASEC and the ACTS contractor.

### **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in International Trade Management or Economics, or other appropriate related field or discipline, with a minimum of three (3) years relevant working experience, or first-level university degree with at least five (5) years relevant working experience, in policy and technical skills, in Trade Facilitation and international customs and trade procedures. Good knowledge or experience in Information Technology is an advantage.
- Working experience in international and/or multi-national organizations is desirable.
- Vast experience in project management and/or certified Project Manager.
- Experience with report writing and drafting analytical papers and official correspondence for senior officials.
- Sound supervisory experience, with the ability to motivate staff and communicate effectively at all levels of large public and private sector organisations.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated commitment to collaborative work practices.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated ability to identify staff training and development needs to mentor staff and conduct on the job training as required.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Sound oral and written communication skills and strong interpersonal skills including experience in cross-cultural environment and international settings.
- Excellent command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office products.

### **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 CMT.**

Application documents should reach the ASEAN Secretariat by **6 July 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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