



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

**SENIOR OFFICER SERVICES
SERVICES & INVESTMENT 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 27th 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 Services** under the Services & Investment Division.

Duties and Responsibilities:

Reporting to the Assistant Director Services & Investment Division, ASEAN Economic Community Department, the Senior Officer shall be responsible to :

1. Service the relevant ASEAN bodies in the area of trade in services:

- Represent the ASEAN Secretariat and serve as resource person at Meetings of relevant ASEAN sectoral bodies as well as other relevant events as may be assigned (e.g. become a speaker, facilitator or moderator of the workshop).
- Support and contribute to the meetings of ASEAN Bodies related to trade in services including preparation of Agenda, Information Papers, Concept Papers, communication materials, as well as drafting reports of the ASEAN Meetings for consideration of the ASEAN officials.
- Provide support for the attendance and speaking of ASEAN Secretary-General and/or Deputy Secretary-General at various Meetings/Events, which include providing inputs and talking points on areas related to trade in services.
- Coordinate the follow-up actions to decisions and agreements made at ASEAN Meetings.
- Coordinate with ASEAN bodies (through relevant ASEAN Secretariat Desk Officers) on cross-sectoral issues, to follow-up work relevant to other bodies, and to update relevant meeting decisions.

2. Coordinate the operational activities of the Division in the area of trade in services:

- Coordinate and provide support with regard to the implementation & monitoring of the strategic plans/ programmes/ work plans, project & activities related to trade in services.
- Manage and coordinate subordinates to ensure timely completion and quality of works.
- Provide inputs to relevant Divisions within the ASEAN Secretariat (ASEC) relevant information on trade in services as may be requested.
- Prepare information, materials and publications for public dissemination through the ASEAN Website and other means in consultation with other relevant ASEC Divisions as required.

3. Coordinate and provide the required support for the development, implementation and evaluation of activities, programs and/or projects in the area of services:

- Contribute to the development and finalisation of the strategic plans/ programmes/ proposals.
- Liaise with the project consultants or implementing agency for project coordination and implementation.
- Coordinate the update of status of project funds from donors according to planned/ estimated costing of activities, and the status of the Project Financial Report.

4. Provide inputs, briefing notes and talking points on matters related to services for other meetings and related events.

5. Perform other tasks as may be required from time to time

Qualifications and experience:

- Advanced or Bachelor degree in Management, Economics, Law or other appropriate specialist discipline.
- Extensive supervisory experience, with a minimum of three (3) years of experience in trade in services policies for advanced degree or five (5) years of experience for bachelor degree, preferably in negotiating trade in services agreements.
- High-level technical skills and knowledge in the trade in services.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings. Able to clearly and effectively convey and get difficult messages across, and able to understand and capture succinctly meeting discussions and transpose and present these in clear, concise and meaningful reports.
- Competency in computer skills with adequate knowledge of Microsoft Office applications.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken.

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 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 Services.**

Application documents should reach the ASEAN Secretariat by **23 January 2019**. 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
- 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.