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

ASSISTANT DIRECTOR/HEAD OF
MONITORING, SURVEILLANCE, AND COORDINATION 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 Assistant Director/Head of Monitoring, Surveillance, and Coordination Division (MSCD). This position reports to Director of ASEAN Integration Monitoring.
Duties and Responsibilities:

Reporting to the Director of ASEAN Integration Monitoring, the duties of the Assistant Director/Head of MSCD is listed below, but not limited to:

1. Undertake and coordinate monitoring and surveillance of regional economic integration in ASEAN:
   - Monitor global/regional economic developments and trends, and analyse their implications on ASEAN economies and regional economic integration.
   - Undertake the planning, implementation and management of systematic monitoring of the progress of ASEAN’s regional economic integration agenda mainly through the effective implementation of the ASEAN Economic Community 2025 Monitoring and Evaluation Framework including the conduct of the Mid-Term and End-Term review of the AEC Blueprint 2025.
   - Prepare periodic reports and updates on regional economic integration for high-level ASEAN meetings including the High-Level Task Force on ASEAN Economic Integration (HLTF-EI), the Senior Economic Official Meetings, the ASEAN Economic Ministers Meeting, and the ASEAN Economic Community Council.
   - Undertake country visits to conduct technical verification of and track developments with respect to regional economic integration commitments.
   - Supervise the maintenance of AEC Compliance and Integration Monitoring databases to support compliance and outcomes monitoring of ASEAN economic integration.
   - Develop and manage projects and technical assistance programs from Development and Dialogue Partners related to monitoring and surveillance of regional economic integration.
   - Collaborate with the ASEAN Political Security Community Analysis & Monitoring Division and the ASEAN Socio Cultural Community Analysis & Monitoring Directorate on relevant cross-pillar regional integration monitoring initiatives
   - Assist in further developing and strengthening the monitoring system of ASEAN economic integration and ASEAN regional integration more broadly.

2. Provide policy and technical advice and recommendations to support ASEAN economic integration initiatives:
   - Assist the Secretary-General of ASEAN and Deputy Secretary General/ASEAN Economic Community Department (AECD) in managing regional economic integration through policy research, analysis and advocacy activities.
   - Participate in high-level ASEAN Meetings (e.g., ministerial and senior economic official’ meetings) and provide technical and other inputs in support of those meetings.
   - Provide policy and technical advice on macroeconomics, trade, finance, and other economic aspects relevant to regional economic integration.
   - Develop, coordinate and produce economic analyses to assist in the execution of various strategic regional integration initiatives.
3. **Provide relevant inputs in support of a strong economic research and policy analysis program at the ASEAN Secretariat:**
   - Collaborate with other divisions in AIMD in undertaking research relevant to monitoring/surveillance of economic integration
   - Assist in providing direction to the overall research agenda of the analysis divisions of AIMD based on the key findings/outcomes from the monitoring works
   - Provide inputs to other AEC divisions in identifying research topics relevant to their areas of regional economic integration
   - Provide relevant inputs to other divisions in the ASEAN Secretariat on research areas with cross-pillar implications

4. **Ensure effective reporting, information dissemination, communication and advocacy on ASEAN economic integration:**
   - Prepare and present high quality surveillance and monitoring reports both for internal and external audience
   - Prepare briefing notes and reports on relevant regional economic integration issues to support intervention by the Secretary General and Deputies Secretary General in relevant ministerial meetings.
   - Participate in relevant ASEAN meetings/events/seminars/conferences to present on the latest progress and development on ASEAN economic integration
   - Supervise the maintenance and management of the AEC Monitoring Website

**Qualifications and experience:**
   - Advanced university degree (preferably PhD) with strong academic qualifications in Economics, particularly in the areas of macroeconomics, international finance, financial/monetary economics, and development economics;
   - Extensive knowledge and substantive senior-level experience, with minimum of six (6) years in conducting economic research and policy analysis, gained in international/regional development institutions, research institutes, public sector, academe, and development and research consulting.
   - Extensive knowledge of and experience in project management and monitoring and evaluation (M&E).
   - Demonstrated skills in development of policies and procedures.
   - Sound financial, material and human resource management and supervisory skills.
   - Proven ability to develop and maintain sound working relationships with government officials, public and private sector organizations, and other stakeholders.
   - Proven ability for accuracy under pressure and adherence to deadlines.
   - High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
   - Commitment to teamwork and collaborative work practices.
   - Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.
- 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 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 Assistant Director Monitoring, Surveillance, and Coordination.**

Application documents should reach the ASEAN Secretariat by **6 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](http://www.asean.org/opportunities/asec-employment-form)
- ASEAN Secretariat Staff 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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