THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WHO ARE CURRENTLY RESIDING AND RECRUITED IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY

TRADE IN SERVICES OFFICER
SERVICES and 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 Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge 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 line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified Indonesian citizens or ASEAN Nationals who are currently residing and recruited in Indonesia to apply for the position of: Trade in Services Officer – Services and Investment Division.
Duties and Responsibilities:

Reporting to the Assistant Director/Head and Senior Officer Trade in Services of the Services and Investment Division, the Officer shall be responsible to:

1. Provide analytical and technical support for the Meetings of the ASEAN bodies in the area of trade in services:
   - Compile and/or prepare the relevant documents for the Meeting, including analytical and update papers.
   - Act as resource person during the Meetings of sectoral bodies.
   - Draft Report of the Meetings for adoption before the conclusion of the Meetings.
   - Coordinate the follow-up actions of Meetings decisions with relevant parties.
   - Liaise and coordinate with relevant divisions within the organisation.

2. Provide analytical and other support for the work of the division:
   - Compile, update information on the trade in services regime in ASEAN Member States.
   - Prepare information paper on matters related to trade in services in ASEAN.
   - Prepare the necessary logistical arrangement in hosting of ASEAN meetings related to the division at the ASEAN Secretariat.

3. Provide administrative support for Trade in Services-related meetings under ASEAN Free Trade Area (FTA) negotiations:
   - Compile and/or prepare the relevant documents for the Meeting, including analytical and update papers.
   - Support the conduct of the meetings.
   - Draft Report of Meetings for adoption before the conclusion of the Meetings.
   - Coordinate the follow-up actions of Meetings decisions with relevant parties.
   - Liaise and coordinate with relevant divisions within the organisation.

4. Provide technical and administrative support for the AQRF Committee Meetings:
   - Compile and/or prepare the relevant documents for the Meeting, including analytical and update papers.
   - Act as resource person during the Meetings.
   - Prepare Report of Meetings and assist with the coordination of the follow-up actions of Meetings decisions with relevant internal and external parties.
   - Liaise and coordinate with relevant divisions within the organisation.
   - Undertake analysis when necessary.

5. Perform other tasks as may be assigned from time to time.
Qualifications and Experience:

- Advance degree in Economics or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience in the relevant area.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Demonstrated ability to develop, implement, monitor and review policy and procedures.
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Very good oral and written communication skills, including experience in cross-cultural environment and international settings.
- Ability to work both independently and as part of a team, as well as complete work in a timely manner.
- Strong report writing, coordination and inter-personal skills.
- Competency in computer skills with extensive knowledge of Microsoft Office (Word, Excel, Power Point) and Outlook.
- Sound command of English, written and spoken.
- Ability to travel.

Remuneration and Benefits:
Successful candidate will be offered a basic salary of IDR 11,611,000 and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation & life insurance, annual bonus of a month’s basic salary, 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 6-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 transcripts, 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 Trade in Services Officer.

Application documents should reach the ASEAN Secretariat by 31 January 2020. 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
• 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.