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

SENIOR OFFICER
EXTERNAL ECONOMIC RELATIONS 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 ASEAN Nationals to apply for the position of Senior Officer External Economic Relations Division.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of External Economic Relations Division, the Senior Officer shall be responsible to:

1. **Service and provide technical support to the meetings related to ASEAN+1 FTAs with non-ASEAN partners:**
   - Prepare agenda and/or report of the meeting for adoption.
   - Develop and present policy papers as the basis for deliberations.
   - Act as a resource person of meetings.
   - Propose support in enhancing economic relations and oversee the implementation and monitoring of the ASEAN's Plus One FTAs, follow-ups of SEOM-DPs Consultations, AEM-DPs Consultations, Summit Meetings with DPs (economic areas).
   - Prepare document for negotiations.
   - Communicate with the relevant committees to discuss technical and implementation issues.

2. **Coordinate activities and provide required support for the implementation of programmes and projects funded by Dialogue Partners in the area of:**
   - Initiate and develop project proposals for consideration by Member States and/or relevant Dialogue Partners.
   - Coordinate implementation of approved projects/programmes.
   - Liaise with experts and/or consultants to ensure that the output of the projects/activities facilitate the achievement of its objectives.
   - Evaluate impact of projects/programmes and address implementation issues as they arise.

3. **Servicing and providing technical support to relevant bodies in the ASEAN Economic Community:**
   - Prepare agenda and/or report of the meeting for adoption.
   - Prepare and present policy papers.
   - Provide support as a resource person for the related meeting.

4. **Disseminate information as required:**
   - Speak at seminars, workshops, and training courses as required.
   - Respond to enquiries from researchers/private sectors/public sectors.
   - Prepare first draft of press releases as necessary.
Qualifications and experience:
- Advanced university degree (Master’s or equivalent degree) preferably in the area of International Economics, International Trade, or International Trade & Investment Law with a minimum of three years of relevant working experience; or
- Bachelor’s degree with at least five years of relevant working experience
- Extensive supervisory experience, within a management position with a minimum three years high-level experienced in technical role.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- High-level interpersonal, negotiation and communication skills, including experience in cross cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, written and spoken.
- Familiarity with econometric and statistical tools.

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 External Economic Relations Division.

Application documents should reach the ASEAN Secretariat by 12 May 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.

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