



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

ASSISTANT DIRECTOR TREATY 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 **Assistant Director Treaty Division**.

Duties and Responsibilities:

Reporting to the Director of Legal Services & Agreements Directorate, the Assistant Director shall be responsible to:

1. Manage and supervise the operation of the Division.

- Manage, plan and approve tasks and responsibility of the Division and the staff;
- Foster teamwork and collaboration within the Division and Directorate as well as with the ASEAN Secretariat
- Conduct annual performance appraisals and support the professional development of staff; and
- Manage effectively resources of the Division.

2. Initiate, facilitate, and participate in the development of various international and legal instruments in ASEAN.

- Provide legal opinion and advice on public international law and treaty related matters;
- Draft legal texts and instruments to support the ASEAN Community and rules-based ASEAN;
- Participate and facilitate in negotiations and conclusions of international and legal instruments in ASEAN, and;
- Assist desk officers/relevant Directorates of ASEC in providing clarification on law and treaty related matters.

3. Provide guidance and legal advice on monitoring and reviewing various ASEAN legal instruments

- Undertake legal research and study on consistency and relevancy of ASEAN legal instruments and make appropriate recommendations for possible improvement;
- Initiate ideas and practical approaches to support the realisation of the rules-based ASEAN;
- Provide legal interpretation on ASEAN legal instruments;
- Provide guidance and legal advice to assist desk officers/relevant directorates to ensure effective implementation of the existing legal instruments, and therefore establish appropriate mechanism to monitor the implementation of such instruments;
- Provide legal support to ASEAN Member States in undertaking the review and upgrading of the existing ASEAN legal instruments; and
- Provide necessary legal and secretarial support in working on any additional instruments to implement the ASEAN Charter and other legal instruments.

4. Provide guidance and legal advice on dispute settlement

- Provide legal and secretarial support on legal issues relating to the dispute settlement mechanism in ASEAN; and
- Ensuring effective operationalism of ASEAN Dispute Settlement Mechanism

- 5. Provide support and legal advice on matters relating to the depositary of legal instruments in ASEAN**
 - Provide necessary legal guidance and support for the operation of the database of ASEAN legal instruments and other agreements between ASEAN/ASEAN Member States and external parties;
 - Monitor the legal status of legal instruments and their implementation; and
 - Provide guidance to other desk officers/relevant directorates on legal and procedural aspects in the conclusion of international agreements as well as their necessary follow-up actions, including ratification, approval or acceptance.

- 6. Participate and service Ministerial, Senior Officials and other meetings of ASEAN Organs/Bodies and manage strategic importance of these meetings.**
 - Prepare information/discussion papers, briefing notes as well as present them at the Meetings;
 - Act as a resource person in the Meeting;
 - Provide guidance and direction to the staff in the preparation of the Meeting;
 - Prepare remarks, speeches, if necessary, in the ASEAN and international conference and seminar;
 - Provide other secretarial supports to ensure the success of the Meeting; and
 - Provide guidance on follow-up actions to the Meeting.

- 7. Supervise and provide guidance on development, implementation, and monitoring of various cooperation programmes/projects relating to law and legal matters in ASEAN, in particular in the area of public international law.**
 - Initiate cooperation programmes on legal related matters to support rules-based ASEAN;
 - Provide guidance on implementation and monitoring the cooperation programmes; and
 - Coordinate with other relevant desk officers and concerned Dialogue Partners and External Parties to mobilize financial support and ensure effective implementation of the initiatives/programmes.

- 8. Other tasks**
 - Perform other tasks and duties assigned by the Secretary-General and Supervisors

Qualifications and experience:

- Advanced university degree in Law, specializing in International Law and Treaty with a minimum of six (6) years relevant work of progressive responsible experience, including in supervisory positions, in the field of international law and international treaties;
- Comprehensive and in-depth theoretical knowledge of international law, as well as practical application of legal principles, concepts and policy to a range of legal issues in the area of international law and treaty;
- Sound experience in public policy development and negotiation, and experience in briefing government, Ministers, and Senior Officials;
- Good corporate, strategic and business planning skills;
- Proven leadership and strong administrative capabilities;

- Understanding of international and regional issues, and knowledge of and commitment to ASEAN visions and objectives;
- High-level interpersonal and communication skills, including experience in cross-cultural environment and international settings;
- Familiarity with the working environment of international organisations and diplomatic procedures and protocols therein;
- Proven ability to develop and maintain sound working relationship with Government representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy and adherence to deadlines;
- Commitment to teamwork and collaborative work practices; and
- 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 Treaty.**

Application documents should reach the ASEAN Secretariat by **22 November 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.
