



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

**OFFICER - EXTERNAL ECONOMIC RELATIONS  
FOR THE IMPLEMENTATION OF THE AGREEMENT ESTABLISHING THE  
ASEAN-AUSTRALIA-NEW ZEALAND FREE TRADE AREA**

**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.

Following the entry into force of the Agreement Establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA), the AANZFTA Economic Co-operation Support Programme (AECSP) was established in 2010 by ASEAN Member States, Australia and New Zealand with a main goal to facilitate the implementation of the AANZFTA. The AECSP is funded until 31 December 2021 with the objectives to support economic co-operation under AANZFTA as well as to support the implementation of the AANZFTA.

The 23rd ASEAN Economic Ministers – Closer Economic Relations (AEM-CER) Consultations endorsed recommendations from Stage Two of the AANZFTA General Review to guide negotiations to upgrade the Agreement. Subsequently, the 24th AEM-CER Consultations welcomed the Work Plan for the AANZFTA Upgrade Negotiations. In light of this, the ASEAN Secretariat invites ASEAN Nationals to apply for the position of **Officer for External Economic Relations**. This position will be funded by the AECSP as part of continued economic cooperation between ASEAN-Australia-New Zealand.

### **Duties and Responsibilities:**

This position will provide support and technical assistance to service the AEM-CER Consultations, the ASEAN Senior Economic Officials Meeting – Closer Economic Relations (SEOM-CER) Consultations, and the AANZFTA Joint Committee as well as its relevant subsidiary bodies, as necessary. This position will also provide technical support for the coordination of AANZFTA Upgrading Negotiations, as well as general coordination for AANZFTA-related issue.

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

#### **1. Provide technical and administrative support to the meetings related to AANZFTA:**

- Provide support in preparing necessary documents for the Meetings of the AEM-CER, SEOM-CER, and AANZFTA Joint Committee, and AANZFTA upgrade negotiations, including intersessional meetings.
- Assist in the reporting works in the Meetings.
- Coordinate the follow-up actions and decisions.
- Arrange meeting logistics and other necessary support, including for AANZFTA upgrade negotiations and intersessional meetings.
- Provide assistance in maintaining and updating the website of AANZFTA.

#### **2. Provide administrative support with respect to the AANZFTA Joint Committee in the process of upgrading negotiations:**

- Provide technical support for the AANZFTA Joint Committee in monitoring the implementation of the AANZFTA Upgrading Work Plan Negotiations.
- Coordinate communication and reporting between the AANZFTA Joint Committee and its subsidiary bodies.
- Provide technical research and economic data and prepare policy papers, as necessary.
- Prepare document for negotiations.

#### **3. Facilitate requests from AANZFTA Parties as required**

- Prepare, compile and maintain data records and documentation of the activities, decisions and initiatives related to AANZFTA.
- Provide information for AANZFTA Parties regarding specific issues within the area.

### **Qualifications and Experience:**

- Advanced degree in International Economics, International Trade, International Trade and Investment Law 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:**

An attractive lump-sum remuneration package at the level of Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to the duration of the AECSP.

### **How to apply**

Send your application to [asean.hr@asean.org](mailto: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 Officer, EERD for AANZFTA Implementation.**

Application documents should reach the ASEAN Secretariat by **30 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](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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