



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

**SENIOR 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 **Senior 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 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 manage and coordinate the process of AANZFTA Upgrading Negotiations, as well as general coordination for AANZFTA-related issue.

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

1. Service and provide support to the meetings related to AANZFTA:

- Prepare necessary documents for the meetings of the AEM-CER, SEOM-CER, and AANZFTA Joint Committee, and AANZFTA upgrade negotiations, including intersessional meetings.
- Prepare agenda, report, or statement 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 AANZFTA.

2. Support the AANZFTA Joint Committee in the process of upgrading negotiations:

- Assist 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.
- Prepare and present policy papers, as necessary.
- Prepare document for negotiations.

3. Disseminate information on AANZFTA as required:

- Speak at seminars, workshops, and training courses as required.
- Respond to enquiries from researchers/private sectors/public sectors.
- Ensure that the information and documents are uploaded into the AANZFTA's website in a timely manner.
- Prepare first draft of press releases as necessary.

Qualifications and Experience:

- Advanced university (Master's or equivalent degree) in International Economics, International Trade, International Trade and Investment Law or an appropriate related field with a minimum of three (3) years high-level experience in a recognized specialized field; or
- Bachelor's degree with a minimum five (5) years of relevant work experience in the relevant area.
- High-level technical skills and knowledge in the area of responsibility, preferably knowledge and experience in AANZFTA-related process.

- Strong leadership and strong administrative capabilities.
- 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.
- Meticulous and proven ability for accuracy under pressure and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, written and spoken.
- Competency in computers skills including with adequate knowledge of Microsoft Office and Outlook.

Remuneration and Benefits:

An attractive lump-sum remuneration package at the level of Senior 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 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 Senior 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
- 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.
