



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

**ASSISTANT DIRECTOR  
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 **Assistant Director External Economic Relations Division**.

## **Duties and Responsibilities:**

Reporting to the Director of Market Integration Directorate, the Assistant Director shall be responsible to:

### **1. Manage the operational and administrative activities of the Division.**

- Manage, plan and approve tasks and activities of staff.
- Provide guidance/direction for staff on operational matters.
- Foster teamwork and collaboration within the Division.
- Conduct annual performance appraisals for staff; identify specialised training and professional development activities for individual staff.
- Manage effectively all financial, physical and human resources of the Division, including supervising facilities set-up using FTA partner funding to support implementation of the FTAs.
- Participate in and contribute to Divisional or Directorate management meetings.

### **2. Provide policy and technical advice/guidance and recommendations.**

- Monitor and analyze overall developments of ASEAN's external economic relations.
- Advise on the institutional frameworks and mechanisms for the FTA process.
- Conduct feasibility studies and analysis regarding future FTAs.
- Monitor the FTA negotiation process and track the progress of negotiations.
- Assist in drafting texts for the FTA negotiations and serve as a resource person in FTA negotiations.
- Assist in the preparation of MOUs for the various programmes between ASEAN its Dialogue/FTA Partners.

### **3. Overseeing the development, implementation and evaluation of programmes and/or projects in support of "Global ASEAN" of the ASEAN Economic Community (AEC) Blueprint, including the implementation of ASEAN's FTA with external partners.**

- Initiate programmes and/or projects and manage project approvals and project implementation (including coordinating with international organizations and donors, where necessary).
- Assist with implementation by providing technical inputs into projects.
- Coordinate the development of projects funded by external parties, particularly as they arise from FTA implementation.

### **4. Support and service the relevant sectoral bodies of the ASEAN Economic Community.**

- Ensure that ASEAN Bodies are provided with appropriate substantive and administrative support as required.
- Serve as the focal point and effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders, drawing on input from other Divisions as necessary.
- Represent the ASEAN Secretariat at ASEAN and international forums as required.

- Assist to ensure policy consistency between internal and external economic agreements, and across different sectors.
- Prepare and/or review report of meetings, Press Releases, Joint Statements, speeches and mission reports as necessary.

**Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Economics. PhD preferable.
- Sound understanding of international and regional issues with strong analytical skills in macroeconomic and trade analysis.
- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience in a recognized specialized field.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven experience in research, public policy development and negotiation and ability to develop and maintain sound working relationships with government officials, public and private sector organizations, and other stakeholders.
- Sound financial, physical and human resource management skills.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Commitment to teamwork and collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.
- Proven ability for accuracy **under pressure** and adherence to deadlines.
- 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](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 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 EER.**

Application documents should reach the ASEAN Secretariat by **17 December 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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