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

DIRECTOR
ASEAN INTEGRATION MONITORING

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 ASEAN Leaders during their 27th Summit 2015. The ASEAN Community Vision 2025 calls for the ASEAN Community in forging 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 Minister of ASEAN with basic functions 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 centre 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 alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of 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 Director, ASEAN Integration Monitoring Directorate.
Duties and Responsibility:
Reporting to the Deputy Secretary-General of ASEAN for ASEAN Economic Community (DSG AEC), the Director shall be responsible to:

1. **Spearhead the development and implementation of regional surveillance and economic integration monitoring systems in ASEAN:**
   - Undertake regional economic surveillance and monitoring of ASEAN economic integration.
   - Develop and implement initiatives and activities (e.g., development of surveillance tools) to strengthen regional surveillance work in ASEAN and in individual Member States.
   - Assess and report on implications of global and regional economic and related developments on ASEAN economies and the region’s economic integration agenda.
   - Prepare review and update strategic and operational work plans relevant to the ASEAN’s economic integration agenda.

2. **Provide high-level policy and technical advice and recommendations to support ASEAN economic integration and Community building:**
   - Provide high-level policy and technical advice on macroeconomics, finance, trade, industry, socio-economic and other regional economic integration and emerging issues.
   - Develop, coordinate, and produce research and analyses and draw out recommendations to support regional economic integration and Community-building initiatives.
   - Develop, maintain, and expand networks of experts and relevant organisations and institutions working on areas relevant to regional economic integration and Community-building to complement knowledge support and strengthen capacity of the ASEAN Secretariat.

3. **Take the lead in developing strong research and policy analysis programmes in the ASEAN Secretariat:**
   - Plan, supervise, and coordinate research and policy analysis programmes related to macroeconomics, finance, trade, industry, socio-economic, and other regional economic integration and relevant emerging or cross-cutting issues.
   - Oversee the preparation of high quality surveillance and monitoring reports both public and internal (such as the ASEAN Integration Report, ASEAN Financial Integration Monitoring Report, ASEAN Investment Surveillance Report, ASEAN Insurance Report, ASEAN Economic Outlook and other reports to be further developed); analytical reports, studies, and commentaries; ASEAN Policy Briefs and other policy papers and research.
   - Develop and coordinate research projects related to macroeconomics, finance, trade, industry, socio-economic and other regional economic integration and emerging or cross-cutting issues to supplement and complement research undertaken internally.
   - Develop partnerships with donors (such as Dialogue Partners) or international organisations to secure funding and technical support for research projects.
4. Ensuring effective information dissemination, communication and reporting on ASEAN economic integration and related areas of ASEAN Community building:

- Develop a strategy for communicating and disseminating information on ASEAN economic integration and related areas of ASEAN Community building, drawing from information from, among others, the monitoring and evaluation work, research and analysis, and statistics.
- Oversee the preparation and dissemination of outreach and communication materials on ASEAN economic integration.
- Participate and strategise on participation in high-level meetings and policy dialogues, and build networks with experts from other international and regional organisations, research institutes, the industry, and other communities.

5. Contributing to institutional strengthening:

- Provide overall leadership and guidance to the AIMD, including by ensuring continued professional development and capacity building of the Directorate and building a strong ecosystem to support the work of the Directorate.
- Support relevant divisions and directorates at the ASEAN Secretariat in developing their capacity to undertake monitoring and evaluation of the respective sectors.
- Provide advice and guidance, as necessary, to other relevant divisions and directorates at the ASEAN Secretariat that are undertaking relevant studies in their respective areas, whether internal or externally commissioned.
- Facilitate and strengthen cross-sectoral and cross-pillar coordination in support of ASEAN economic integration agenda and relevant areas of Community-building.

Qualifications and experience:

- Advanced degree (PhD strongly preferred) in Economics, particularly in the areas of international trade, international finance, financial/monetary/international economics, development economics with a minimum of eight (8) years relevant and progressively senior work experience, including international experience;
- Extensive knowledge and substantive senior-level experience in conducting economic research and policy analysis, and formulating and executing economic strategies/policy recommendations gained in international/regional organisations/development institutions, research institutes, public sector, academe, and development and research consulting;
- A track record of intellectual leadership, as evidenced by strong publication record and research; expert knowledge of international and regional economic issues; familiarity with the political, economic, social and cultural context of the region;
- High-level interpersonal, negotiation and communication skills, including demonstrated experience in cross-cultural environment and international settings; strong client orientation, and ability to work effectively with multiple sectors and disciplines;
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders, including at high-level;
• Proven ability for accuracy under pressure and to plan and prioritise work and adhere to deadlines;
• Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals;
• Extensive supervisory experience with sound financial, physical and human resource management skills, as well as sound corporate and strategic planning skills; and
• Excellent command of English, written and spoken.

Remuneration and Benefits:
Successful candidate will be offered a starting salary of USD 6,923 and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalisation & 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 Director AIMD.

Application documents should reach the ASEAN Secretariat by 18 May 2021. 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

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