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

EXTERNAL ECONOMIC RELATIONS OFFICER
(3 POSITIONS)

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 Indonesian citizens or ASEAN Nationals who are currently residing and recruited in Indonesia to apply for the position of: External Economic Relations (EER) Officer.
**Duties and Responsibilities:**
Reporting to the Assistant Director/Head of EER Division, the Officer shall be responsible to:

1. **Provide technical and administrative support to the relevant ASEAN Bodies in the ASEAN Economic Community:**
   - Provide the relevant documents for the Meetings, such as Agendas and/or Report papers.
   - Assist in the work of reporting in the Meetings.
   - Coordinate the follow-up actions and decisions.
   - Arrange meeting logistics.

2. **Provide administrative support with respect to implementation of programmes and projects funded by the Dialogue Partner(s):**
   - Coordinate with project managers on the development of background papers, reports, etc.
   - Assist and support in organising related seminars/workshops.
   - Monitor projects and report on implementation issues to supervisor.
   - Prepare, compile and maintain data/records/documentation of cooperation projects, including assisting in the preparation of progress and completion report.

3. **Support FTA negotiation processes and the implementation of FTA between ASEAN and non-ASEAN partners:**
   - Compile trade data (export and import) for negotiations.
   - Provide support as a general resource person.

4. **Facilitate requests from ASEAN Member States, as required**
   - Prepare, compile and maintain data records and documentation of the activities, decisions and initiatives related to the area.
   - Provide information for Member States regarding specific issues within the area.

**Qualifications and Experience:**

- Advanced degree in Economic, Management or an appropriate related field or discipline or Bachelor degree in the afore-mentioned fields or discipline with a minimum two (2) years of relevant work experience in technical role.
- 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.
- Good oral and written communication skills and strong interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Proven skills in problem solving in a complex organisational environment and in work planning.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel frequently on short notice.
- Good command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

**Remuneration and Benefits:**
Successful candidate will be offered a basic salary of IDR 16,835,950 and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation & life insurance, annual bonus of a month’s basic salary, 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 6-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 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 External Economic Relations Officer.**

Application documents should reach the ASEAN Secretariat by **21 January 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](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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