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

SENIOR OFFICER CENTRAL MANAGEMENT TEAM
TRADE FACILITATION 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 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 Master Plan on ASEAN Connectivity (MPAC) 2025) adopted at the 28th ASEAN Summit on 6 September 2016 seeks to add value by complementing and synergising efforts under the ASEAN Community Blueprints 2025 and ASEAN sectoral work plans.

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 Senior Officer Central Management Team, under the Trade Facilitation Division.
Duties and Responsibility:
Reporting to the Assistant Director/Head of Trade Facilitation Division, the Senior Officer shall be responsible to:

Management, Coordination & Reporting

1. Manage and coordinate the activities for ACTS;
2. Coordinate the actions of all stakeholders involved in ACTS at the national and regional level, specifically:
   - Customs officials
   - Transport officials
   - Other related public sector stakeholders
   - Private sector, banks, transporters, freight forwarders, Customs agents, regional logistics operators/association and other actors involved in the movement of goods by road within ASEAN
   - ASEAN Secretariat's Desk Officers in charge of Customs, Transport, and Insurance
3. Prepare annual budget with the consultation of the SWG-ACTS and relevant Customs bodies to be approved by CPR.
4. Coordinate with National ACTS Project Managers and their staff to monitor the progress of ACTS.
5. Attend the relevant working groups of ASEAN Member States and make reports, proposals and presentations as necessary.

ACTS Monitoring and Evaluation

6. To propose monitoring and evaluation plans and identify and suggest areas of improvement;
7. Oversee the maintenance of the ACTS Web Portal and upgrading if necessary;
8. To report to relevant WGs on the data available in MIS of ACTS;
9. Address issues arising from the live implementation with advice and endorsement of the relevant working Groups.
10. To ensure risks are properly addressed by AMS, ASEC and the ACTS contractor.
Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in International Trade Management or Economics, or other appropriate related field or discipline, with a minimum of three (3) years relevant working experience, or first-level university degree with at least five (5) years relevant working experience, in policy and technical skills, in Trade Facilitation and international customs and trade procedures;
- Good knowledge or experience in Information Technology and Customs are an advantage.
- Working experience in international and/or multi-national organizations is desirable.
- Vast experience in project management and/or certified Project Management Professional (PMP).
- Experience with report writing and drafting analytical papers and official correspondence for senior officials.
- Sound supervisory experience, with the ability to motivate staff and communicate effectively at all levels of large public and private sector organisations
- Demonstrated ability to develop and maintain sound working relationships with stakeholders;
- Demonstrated ability to develop, implement, monitor and review policy and procedures;
- Demonstrated commitment to collaborative work practices;
- Demonstrated ability to plan and organise tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines;
- Demonstrated ability to identify staff training and development needs to mentor staff and conduct on the job training as required;
- Proven skills in problem-solving in a complex organisational environment and work planning;
- Sound oral and written communication skills and strong interpersonal skills including experience in a cross-cultural environment and international settings;
- Excellent command of English, written and spoken.
- Basic understanding of IT services, Virtual Machine backup and maintenance, IT Networking, security and Linux environment.
- Competency in computer skills with adequate knowledge of Microsoft Office products;

Remuneration and Benefits:
Successful candidate will be offered a basic salary of USD 3,385 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 Senior Officer CMT.

Application documents should reach the ASEAN Secretariat by 3 April 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
- ORS 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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