



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

**SENIOR OFFICER
INTERNATIONAL ECONOMIC & TRADE LAW 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 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 International Economic & Trade Law Division**.

Duties and Responsibility:

Reporting to Assistant Director (ADR) of International Economic & Trade Law Division, the Senior Officer shall be responsible to:

1. Support and provide legal advice on all ASEAN economic related agreements

- Provide legal advice to all desk officers of the ASEAN Secretariat and ASEAN Ministerial Sectoral Bodies on economic related agreements.
- Participate and act as legal counsel in various ASEAN meetings in developing and working on ASEAN economic related agreements.
- Provide necessary secretariat support to ASEAN meetings, including preparing agenda and/or report of the meeting for adoption.
- Prepare and present policy papers.
- Provide support as a resource person for the related meeting.

2. Support and provide assistance on legal in monitoring, implementing and reviewing the existing ASEAN Free Trade Agreements (FTAs) with its Partners

- Assist desk officers and relevant divisions to ensure effective implementation of the existing FTAs between ASEAN Member States and its Trading Partners.
- Provide legal support to ASEAN Member States in undertaking the review and upgrading of the existing FTAs.
- Provide necessary legal and secretariat assistance in working on any additional instruments to implement the FTAs.
- Provide legal service and necessary support on matters relating to legal and institutional issues in the process of negotiations of FTAs.

3. Coordinate the development, implementation and evaluation of programs or projects in support of the legal services and agreements

- Provide support for inception development and implementation of initiatives.
- Monitor and coordinate meetings to facilitate discussions and negotiations.
- Coordinate with relevant desk officer(s) and concerned dialogue partners/external parties to ensure the effective implementation of the initiative/programme.
- Provide support as a resource person.

4. Monitor compliance to ASEAN economic agreements and its related legal instruments

- Provide legal analysis and recommendation on the status of various ASEAN economic agreements and their implementation.
- Review, compile and update the list of ASEAN agreements.
- Review and assess related issues of ratification, entry into force and validity of ASEAN economic agreements.

5. Coordinate and facilitate the effective operationalisation of ASEAN Dispute Settlement Mechanisms

- Ensure effective operationalisation of the ASEAN Protocol on Enhanced Dispute Settlement Mechanism (Protocol on EDSM).
- Participate and act as legal counsel in Meeting of the ASEAN Task Force on Dispute Settlement Mechanism (TF-EDSM) under the Protocol on EDSM.
- To provide necessary secretariat support to the TF- ESDM.
- Prepare and present policy papers, if needed, on any aspects related to the functions and operation of the Protocol on EDSM.
- Act as a resource person for issues related to the Protocol on EDSM.
- Monitor the implementation of the Protocol on EDSM.
- Provide legal support and assistance on any other dispute settlement mechanisms in ASEAN.

6. Other tasked and duties assigned by the Head of Division

Qualifications and experience:

- Postgraduate Degree in Law, preferably in the field of international trade and economic law.
- Extensive supervisory experience, within management position with a minimum three (3) years high-level experience in a recognised specialised field which is related to international trade and economic area.
- High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated sound oral and written communication skills and sound 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.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- 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 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 International Economic & Trade Law.**

Application documents should reach the ASEAN Secretariat by **15 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
