



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

**SENIOR OFFICER TRADE IN GOODS
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 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 **Senior Officer Trade in Goods** under the Trade Facilitation Division.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of Trade Facilitation Division, the Senior Officer shall be responsible to:

1. Coordinate and support the meetings in the area of trade in goods

- Prepare agenda and/or report of the meeting for adoption.
- Develop and present policy papers as the basis for deliberations.
- Act as a resource person of meetings
- Propose new initiatives (including new projects) for consideration in enhancing the implementation of the ASEAN Free Trade Agreement (AFTA), and support FTA negotiations
- Communicate with the relevant committees to discuss technical and implementation issues

2. Coordinate activities and provide required support for the implementation of programmes and projects funded by Dialogue Partners in this area

- Initiate and develop project proposals for consideration by Member States and/or relevant Dialogue partners
- Coordinate implementation of approved projects/ programmes.
- Liaise with experts and/or consultants to ensure that the output of the projects/activities facilitate the achievement of its objectives
- Evaluate impact of projects/ programmes and address implementation issues as they arise

3. Support the ASEAN Bodies with regards to relevant meetings

- Prepare agenda and/or report of the meeting for adoption
- Prepare and present policy papers
- Provide support as a resource person for the related meeting

4. Disseminate information as required

- Speak at seminars, workshops and training courses as required
- Respond to enquires from researchers/private sectors/public sectors
- Prepare first draft of report of Meetings, Press Releases as necessary

Qualifications and experience:

- An Advanced university degree (Master's or equivalent degree) in International Trade, Economics, Business administration or other appropriate specialist discipline, with a minimum of three (3) years working experience in the relevant technical areas; or a Bachelor degree with at least five (5) years of relevant working experience in policy and technical related areas of trade facilitation, international customs and trade procedures.
- Extensive supervisory experience, with a minimum three (3) years high-level experience within management position in a recognised specialised field.
- 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 ability to conduct both formal and on the job training, and foster the career development goals 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 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 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 Trade in Goods.**

Application documents should reach the ASEAN Secretariat by **15 March 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
- 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.
