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

OFFICER
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 Indonesian citizens or ASEAN Nationals who are currently residing and recruited in Indonesia to apply for the position of: Officer – Trade Facilitation Division.
Duties and Responsibilities:

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

1. **Provide technical and administrative support to ASEAN bodies with respect to relevant meetings.**
   - Communicate and provide the relevant documents for the meetings, such as Agendas and/or Report paper.
   - Assist in compiling and/or providing the relevant documents such as briefing notes, talking points and presentations for the Meetings.
   - Assist with the draft meeting and/or mission reports.
   - Assist with the coordination of the follow-up actions and decisions with relevant internal and external parties.

2. **Provide administrative support and monitor the implementation of programmes and projects in the area of trade facilitation.**
   - Provide relevant data/information for Senior Management in the implementation of cooperation activities in the area of trade facilitation.
   - Undertake substantive technical research in the area of trade facilitation for the preparation of Meetings.
   - Provide technical inputs to Member States in the implementation of trade facilitation.

3. **Monitor the compliance by Member States on their commitments on trade facilitation.**
   - Monitor the implementation of the trade facilitation in the region that could contribute to the reduction of trade transaction costs and increase of intra-ASEAN trade
   - Monitor the work and engagement on trade facilitation and its associated areas in compliance with the Member States’ commitments
   - Communicate with Member States to reconcile non-compliance
   - Provide information on ATIGA and other trade facilitation agreements implementation when needed.

4. **Communicate with relevant parties on information dissemination.**
   - Assist in responding to inquiries from researchers/ private sector/ public sector

Qualifications and Experience:

- An advanced university degree in Economics, Management or an appropriate related field or discipline with strong academic background; or Bachelor degree with a minimum three (3) years relevant work experience in technical role.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Proven skills in problem solving in a complex organisational environment and in work planning.
• 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.
• Very 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.
• Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
• Sound command of English, written and spoken.

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 Trade Facilitation Officer.

Application documents should reach the ASEAN Secretariat by **15 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](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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