



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

**SENIOR OFFICER  
REGIONAL COMPREHENSIVE ECONOMIC PARTNERSHIP (RCEP) SUPPORT UNIT**

**Background:**

The Regional Comprehensive Economic Partnership (RCEP) Agreement was signed on 15 November 2020 and subsequently entered into force on 1 January 2022. The RCEP Agreement is an agreement to broaden and deepen ASEAN's engagement with Australia, China, Japan, New Zealand, and the Republic of Korea. The objective of the RCEP Agreement is to establish a modern, comprehensive, high-quality, and mutually beneficial economic partnership that will facilitate the expansion of regional trade and investment and contribute to global economic growth and development. Accordingly, it will bring about market and employment opportunities to businesses and people in the region. The RCEP Agreement will work alongside and support an open, inclusive, and rules-based multilateral trading system.

**Duties and Responsibilities:**

Reporting to the Executive Director of the RCEP Support Unit (RSU), the Senior Officer will:

- Provide technical and policy support to the work of the RCEP Joint Committee (RJC) and its subsidiary bodies, particularly in relation to the General Review of the RCEP Agreement and accession processes, including the preparation of meeting materials, administering meeting reports, and other official documents;
- Support the Executive Director in the preparation of documents with a view to providing advisory and technical support to RJC and its subsidiary bodies;
- Provide administrative and technical advisory support to the Executive Director on activities and matters related to RCEP activities, including the General Review of the RCEP Agreement, accession, and advocacy activities;
- Provide support in the monitoring of programmes and projects related to RCEP, including (i) maintaining an information system on the implementation progress and financial status of projects, (ii) communicating with project proponents, implementing agencies, and partners on any matter related to RCEP projects, and (iii) budgetary support as required;
- Undertake desk-based research and analytical works on issues related to the RCEP Agreement, with focus on the General Review of the RCEP Agreement and accession, and other priority areas as directed by the RJC and its subsidiary bodies;
- Provide coaching support to the Officer in their task and assist the Executive Director to maintain relevant databases (including RJC and subsidiary bodies' contact points), as well as

monitoring and reporting of the activities of the RSU;

- Provide coaching support to the officer to review and facilitate documentation in relation to the RSU's operational/ administrative matters, including payment processing and approval requests; and
- Perform other relevant tasks at the request of the Executive Director.

**Qualifications and experience:**

- a. Advanced university degree (Master's or equivalent) in economics, international trade or law, international development, public policy, or related field, with a minimum of three (3) years of relevant professional experience in international trade policy, regional economic integration, or Free Trade Agreements; or a Bachelor's degree in a relevant field with at least five (5) years of relevant experience;
- b. Demonstrated knowledge of and experience in FTA-related issues, including practical experience in trade policy and/or negotiations. Particularly on the review on trade agreements, and accession;
- c. Demonstrated understanding of financial systems, processes and procedures.
- d. Strong analytical, problem-solving, communication, and stakeholder management skills in a complex and multi-stakeholder environment.
- e. Demonstrated ability to plan and organise tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines;
- f. Demonstrated project management experience covering the entire project lifecycle from project initiation to project closure;
- g. Strong strategic thinking and problem-solving skills in problem solving in a complex organisational environment and in work planning;
- h. Demonstrated commitment to collaborative work practices;
- i. Good command of English, written and spoken; and
- j. Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **USD 3,893** and 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 until **31 December 2027**, inclusive of the six-month probationary period.

**How to apply:**

Send your application to [admin.rsu@asean.org](mailto:admin.rsu@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 degrees, 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. Complete application must be submitted **no later than 17 July 2026**

Please indicate on the subject heading: Senior Officer, RSU

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