



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

**SENIOR OFFICER
ANALYSIS & MONITORING ON FINANCE AND SOCIO-ECONOMIC ISSUES DIVISION**

**ASEAN REGIONAL INTEGRATION SUPPORT FROM
THE EUROPEAN UNION (ARISE)
TECHNICAL ASSISTANCE PROGRAMME**

Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of establishing a firm foundation for common action to promote regional cooperation in South East Asia in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. It comprises ten (10) countries of Southeast Asia. ASEAN was proclaimed a Community through the Declaration signed by the ASEAN Leaders during the 27th ASEAN Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, working towards 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.

The ASEAN Regional Integration Support from the EU (ARISE) Programme supports ASEAN Economic Integration Process through the implementation of key regional integration initiatives prioritized in the ASEAN Economic Community Blueprint. The purpose is to enhance the capacities of the ASEAN member States in harmonising and implementing policies and regulations in the economic and trade sectors and implement them effectively drawing on EU experience, so as to contribute to the realisation of the AEC. The programme has also the specific objective to enhance the capacity of the ASEAN Secretariat to support ASEAN Member States in this endeavour.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC) as reflected in the corresponding 2025 Blueprints, and supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of: **Senior Officer for Analysis and Monitoring on Finance and Socio-economic Issues Division, ASEAN Integration Monitoring Directorate.**

Duties and Responsibilities

This position is under the ASEAN Integration Monitoring Directorate (AIMD), one of the three directorates in the AEC Department of the ASEAN Secretariat. The AIMD forms part of the new ASEAN Secretariat structure effective 1 January 2016. The AIMD plays the core role as the monitoring and analytical arm of the AEC, and is comprised of four divisions: 1) the Monitoring, Surveillance and Coordination Division; 2) the Analysis and Monitoring on Trade, Industry and Emerging Issues Division; 3) the Analysis and Monitoring on Finance and Socio-Economic Issues Division; and 4) the Statistics Division. This position will be for the Analysis and Monitoring on Finance and Socio-Economic Issues Division.

Reporting to the Assistant Director for Analysis and Monitoring on Finance and Socio-economic Issues Division or other designee of the Director of the ASEAN Integration Monitoring Directorate, ASEAN Economic Community Department, the Senior Officer shall:

1. Develop and implement research programmes:
 - Contribute to the development of strong economic research and policy analysis programmes in the ASEAN Secretariat, particularly in the areas of macroeconomics, finance integration and socio-economic issues.
 - Assist in the overall coordination of the research programmes in the areas of macroeconomics, finance integration and socio-economic issues to ensure that objectives are met effectively and efficiently, including by promoting and managing linkages with research institutes and regional and international organisations that undertake relevant research in ASEAN for better synergy.
2. Independently undertake high-quality research and policy analyses:
 - Assist in planning and coordination of, and independently undertake research and policy analyses related to macroeconomics, finance integration and socio-economic issues to enhance and deepen ASEAN's economic integration agenda.
 - Coordinate with, as well as advise relevant staff in the AEC Department in identifying key research topics in the areas of macroeconomics, finance integration and socio-economic issues.
 - Inform relevant staff in the AEC Department of key findings in the literature on macroeconomics, finance integration and socio-economic issues, including by organising internal workshops/seminars to present research and policy outputs.
 - Where relevant, identify and conduct joint analytical/research initiatives on socio-economic issues with the ASEAN Socio-Cultural Community Department
3. Provide high level policy and technical advice and recommendations to support ASEAN economic integration initiatives:
 - Provide high level policy and technical advice on macroeconomics, finance integration and socio-economic issues to relevant sectoral bodies through briefing papers and presentations.
 - Develop, and produce economic analyses to assist in the monitoring of various strategic regional integration initiatives.
 - Develop and manage research projects, including those funded by Dialogue Partners or international organisations.
 - For research projects related to macroeconomics, finance integration and socio-economic issues that cannot be undertaken internally, assist in the commissioning of studies including preparing the Terms of References (TORs) for research consultants, supervising their work and

overseeing the progress of the research projects to ensure timely submission of high-quality deliverables.

- Coordinate with donors (such as Dialogue Partners) or international organisations (such as ADB) to secure funding for research projects and provide updates on the progress of externally-funded research projects.

Qualifications and experience:

- Advanced degree in economics, finance, development economics, or statistics with a minimum of six (6) years' experience.
- Excellent analytical and research background with experience in conducting quantitative empirical work, data collection systems and data quality assurance.
- Proficiency in statistical/econometrics software applications such as E-Views, Stata, SPSS, SAS.
- Familiarity with the macroeconomic or financial environment in ASEAN and/or global economies
- Knowledge and experience on monitoring and evaluation, particularly the development of M/E tools and system in the areas of regional economic integration or international development and economic cooperation.
- Demonstrated effective interpersonal and communication skills including experience in cross-cultural environment and international settings.
- Demonstrated skills in analysis, problem solving, planning and the development of policies and procedures.
- Demonstrated good interpersonal and team skills, ability to develop and maintain sound working relationships with public and private sector organizations, stakeholders and partners, and work effectively with people at all levels of the organizations.
- Proven ability for accuracy under stress condition and adherence to deadlines.
- Fluency in English, both written and spoken.
- Supervisory experience.

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 complete ASEC Employment Application Form** attached with recent photograph. Applications sent without the three documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer Analysis and Monitoring on Finance and Socio-Economic Issues Division.**

Application documents should reach the ASEAN Secretariat by **24 May 2017.** 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
