



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

**ASSISTANT DIRECTOR TREATY 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 27<sup>th</sup> Summit in November 2015. Along with the ASEAN Community Vision 2025, also adopted at the same Summit, they call 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 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 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 **Assistant Director Treaty Division**. This position which is assigned to support the Directorate to handle public international law and treaty related matters in ASEAN, reports to Director Legal Services & Agreements, Community and Corporate Affairs Department.

## **Duties and Responsibilities:**

### **1. Manage and supervise the operation of the Division**

- Manage, plan and approve tasks and responsibility of the staff;
- Foster teamwork and collaboration within the Division and Directorate as well as with the ASEAN Secretariat;
- Conduct annual performance appraisals and support the professional development of staff; and
- Manage effectively resources of the Division

### **2. Initiate, facilitate and participate in the development of various international and legal instruments in ASEAN**

- Provide legal opinion and advice on public international law and treaty related matters;
- Draft legal texts and instruments to support the ASEAN Community and rules-based ASEAN;
- Participate and facilitate in negotiations and conclusions of international and legal instruments in ASEAN; and
- Assist desk officers/relevant Directorates of ASEC in providing clarification on certain legal issues relating to public international law and treaty related matters.

### **3. Provide guidance and legal advice on monitoring and reviewing various ASEAN legal instruments**

- Undertake legal research and study on consistency and relevancy of ASEAN legal instruments and make appropriate recommendations for possible improvement;
- Initiate ideas and practical approaches to support the realisation of the rules-based ASEAN;
- Provide legal interpretation on ASEAN legal instruments;
- Provide guidance and legal advice to assist desk officers/relevant directorates to ensure effective implementation of the existing legal instruments, and therefore, establish appropriate mechanism to monitor the implementation of such instruments;
- Provide legal support to ASEAN Member States in undertaking the review and upgrading of the existing ASEAN legal instruments; and
- Provide necessary legal and secretarial support in working on any additional instruments to implement the ASEAN Charter and other legal instruments.

### **4. Provide guidance and legal advice to assist the Secretary-General of ASEAN to exercise his role in dispute settlement mechanisms as well as depositary function of legal instruments in ASEAN**

- Provide necessary legal guidance and support for the operation of the database of ASEAN legal instruments and other agreements between ASEAN/ASEAN Member States and external parties;
- Support the Secretary-General's role in monitoring the legal status of legal instruments and

- their implementation;
- Provide guidance to other desk officers/relevant directorates on legal and procedural aspects in the conclusion of international agreements as well as their necessary follow-up actions, including ratification, approval or acceptance; and
  - Provide legal and secretarial support on legal issues relating to the dispute settlement mechanisms in ASEAN as well as ensuring their effective operationalization.

**5. Participate and service Ministerial, Senior Officials and other Meetings of ASEAN Organs/Bodies and manage strategic importance of these meetings**

- Prepare information/discussion papers, briefing notes as well present them at the Meetings;
- Act as resource person in the Meeting;
- Provide guidance and direction to the staff in the preparation of the Meeting;
- Prepare remarks, speeches, if necessary, in ASEAN and international conference and seminar;
- Provide other secretarial supports to ensure the success of the Meeting; and
- Provide guidance on follow-up actions to the Meeting.

**6. Supervise and provide guidance on development, implementation and monitoring of various cooperation programmes/projects relating to law and legal matters in ASEAN, in particular in the area of public international law**

- Initiate cooperation programmes on legal related matters to support rules-based ASEAN;
- Provide guidance on implementation and monitoring the cooperation programmes;
- Coordinate with other relevant desk officers and concerned Dialogue Partners and External Parties to mobilise financial support and ensure effective implementation of the initiatives/programmes.

**7. Other tasks**

- Perform other tasks and duties assigned by the Secretary-General and Supervisors

**Qualifications and experience:**

- Postgraduate degree in law, specialising in international law;
- Minimum 8 (eight) years of progressively responsible experience, including in supervisory positions, in the field of public international law and treaty related matters;
- Comprehensive and in-depth theoretical knowledge of international law, as well as practical application of legal principles, concepts and policy to a range of legal issues in the area of international law and treaty.
- Sound experience in public policy development and negotiation, and experience in briefing government ministers and senior officials
- Good corporate, strategic and business planning skills
- Proven leadership and strong administrative capabilities

- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals
- High-level interpersonal and communication skills, including experience in cross cultural environment and international settings;
- Familiarity with the working of international organizations and diplomatic procedures and protocols therein;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy and adherence to deadlines;
- Commitment to teamwork and collaborative work practices;
- Excellent command of English, written and spoken.

**Remuneration and Benefits:**

Successful candidate will be offered an 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](mailto: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: **Assistant Director Treaty.**

Application documents should reach the ASEAN Secretariat by **3 July 2016**. 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)

\*\*\*\*\*