



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

SENIOR OFFICER 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 27th 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 **Senior Officer Treaty Division**. This position which is assigned to support the Directorate to handle public international law and treaty related matters in ASEAN, reports to Assistant Director Treaty Division, Community and Corporate Affairs Department.

Duties and Responsibilities:

1. Provide legal opinions and advices to the ASEAN Sectoral Ministerial Bodies on legal matters, including public International Law and international treaties :

- Provide support and assistance on ASEAN legal related works on development and conclusion of international agreements/treaties among ASEAN Member States and with external parties;
- Provide legal view/opinion on international treaty/agreement and its related aspects;
- Undertake legal review and interpretation of various ASEAN legal instruments; and
- Provide support on legal issues relating to functioning and operation of the ASEAN Secretariat and other ASEAN institutions

2. Participate in the relevant ASEAN Sectoral Ministerial Bodies dealing with law and legal matters:

- Draft agenda and/or report of the meeting for adoption;
- Coordinate with ASEAN Member States on the organisation of the meeting;
- Draft/prepare various legal papers/opinions; and
- Provide technical and substantive support to ensure the success of the meeting.

3. Support the role of the ASEAN Secretariat as depositary of ASEAN agreements and other legal instruments, as well as monitoring the implementation of those agreements:

- Undertake review and examination of the legal status of ASEAN agreements, in particular legal related issues on ratification, entry into force of ASEAN agreements;
- Review, compile and update the list of ASEAN agreements; and
- Provide other necessary legal assistance in ensuring the effective performance of the ASEAN Secretariat as depositary of ASEAN agreements and other legal instruments

4. Ensure the effective operationalisation of the ASEAN Dispute Settlement Mechanisms as provided for in the ASEAN Charter and other legal instruments:

- Assist the Division in supporting the Secretary-General of ASEAN to perform his role and responsibility in the dispute settlement mechanisms in ASEAN
- Support the ASEAN Secretariat in performing its role in Dispute Settlement Mechanisms that are provided for in various ASEAN legal instruments
- Coordinate with relevant Divisions in the ASEAN Secretariat to monitor the compliance of ASEAN agreements.

5. Other legal works assigned by the Head of Division

- Perform other legal works assigned by the supervisors

Qualifications and experience:

- Postgraduate degree in law, specialising in international law
- Minimum six (6) years of progressively responsible experience, including in supervisory positions, in the field of international law and international treaties
- 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 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: **Senior Officer Treaty**.

Application documents should reach the ASEAN Secretariat by **15 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
