



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

**DIRECTOR  
MARKET INTEGRATION DIRECTORATE**

**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 ASEAN Nationals to apply for the position of **Director for Market Integration Directorate**.

### **Duties and Responsibilities:**

Reporting to the Deputy Secretary-General of ASEAN for ASEAN Economic Community, the Director shall be responsible to:

**1. *Provide strategic guidance, direct, manage and supervise the overall, multifaceted operations of the Market Integration Directorate of the ASEAN Secretariat.***

- Provide strategic and policy inputs to the work under Market Integration.
- Plan and oversee the Directorate activities.
- Determine priorities, set goals and work priorities, and oversee the quality of work outputs.
- Manage effectively all Directorate resources, including financial, physical and human resources of the following Divisions:

**a. Trade and Facilitation Division:**

- Oversees liberalisation and facilitation of trade in goods among ASEAN Member States by addressing tariff, non-tariff barriers and rules of origin.
- Oversees customs harmonisation (including developing the Single Window).
- Oversees Standards and Conformance and in addressing technical barriers to trade.

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**b. Services and Investment Division:**

- Oversees liberalisation of trade in services and investments except for financial services and air transport, which are handled through their respective Ministerial bodies.

**c. Competition, Consumer Protection and Intellectual Property Rights (IPR) Division:**

- Oversees the development of cooperation in competition, consumer protection and IPR, Small and Medium Enterprises (SME) development, economic and industrial development, including engagement with the Private Sector.

**d. External Economic Relations Division, which;**

- Oversees external economic relations.
- Guides the negotiation of FTA's (with negotiation teams drawn from the other units in the Department).
- Oversees the monitoring and support to the implementation of FTAs.

**e. Enterprise and Stakeholders Engagement**

- manages and provides significant technical inputs into ASEAN cooperation in the areas of enterprise development, particularly for micro, small and medium-sized enterprises (SMEs); public-private sector engagement (PPE) in ASEAN and with dialogue partners; and the 12 priority integration sectors (PIS) cooperation.

**f. Standards and Conformance**

- Manage activities associated with liberalisation and facilitation of trade in goods through the harmonisation of Standards and Conformance Regimes in the ASEAN region.
- Undertake, facilitate and coordinate the development of single regulatory regimes, Mutual Recognition Arrangements and harmonisation of standards in addressing technical barriers to trade (TBT) in goods as spelt out in the AEC Blueprint.

**g. Finance Integration**

- Manage ASEAN cooperation and integration in finance, including liberalisation and development of financial markets, and manage projects under the ASEAN Finance Ministers Meeting Process, both for ASEAN and ASEAN+3.
- Provide policy and technical advices/recommendations pertaining to the implementation of ASEAN activities related to regional finance cooperation and integration
- Managing the development, implementation and evaluation of programs and/or projects in support the regional finance cooperation and integration
- Support and service the relevant sectoral bodies of the ASEAN Economic Community

**2. *Lead and manage the physical, financial and human resources of the Market Integration Directorate of the ASEAN Secretariat***

- Provide strategic guidance and direction for Assistant Directors, senior and other staff in area of responsibility on professional matters to deliver AEC's agenda.
- Monitor and allocate adequate resources for the Directorate staff to accomplish its tasks.
- Ensure the work output is in line with the objectives of the Directorate and in support of the ASEAN community as a whole.
- Convene regular meetings/consultations with the Heads of Divisions within the Directorate.
- Provide guidance to Divisions based on their mission reports and briefing of Meetings they attended.
- Motivate and mentor staff of the Directorate.
- Foster teamwork and collaboration within the Directorate and across ASEC.
- Oversee and manage the annual performance review process for staff in the Directorate.

**3. *Lead and participate Senior Officer's Meetings and manage matters of strategic importance at those Meetings***

- Represent the ASEAN Secretariat (ASEC) at Senior Officials Meetings, Conferences, Seminars, etc.
- Represent the Secretary-General at ministerial meetings and conferences when required.
- Assist Ministers and Senior Officials in addressing policy related and strategic issues and well as technical issues.

- Recommend ASEAN Secretariat delegations to meetings under purview of Directorate.
- Provide guidance to Directorate staff in preparing for those meetings.

**Qualifications and experience:**

- Advanced degree, preferably in relevant policy area, management or economics.
- Solid experience in public policy development and negotiation, and experience in briefing government Ministers and senior officials.
- Strong corporate, strategic and business planning skills.
- Strong leadership and administrative capabilities.
- A solid understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Extensive management experience, with a minimum of eight (8) years in a senior management position.
- Demonstrated ability to lead and motivate staff in a dynamic and demanding environment.
- High-level financial, physical and human resource management skills.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings.
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders.
- Commitment to consultative and collaborative approaches and work practices.
- Excellent command of English, written and spoken.
- Available for extensive travel.

**Remuneration and Benefits:**

Successful candidate will be offered a basic salary starting from **USD 6,923** 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](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 transcript for Bachelor and Master degree, 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.

Please indicate on the subject heading: **Application for Director Market Integration.**

Application documents should reach the ASEAN Secretariat by **29 September 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)

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