



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

**SENIOR OFFICER CUSTOMS INTEGRATION  
TRADE FACILITATION 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 2015. The ASEAN Community Vision 2025 calls 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 Minister of ASEAN with basic functions 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 centre 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 Customs Integration** under the Trade Facilitation Division.

### **Duties and Responsibility:**

Reporting to Assistant Director (ADR)/Head of Trade Facilitation Division, the Senior Officer shall be responsible to:

#### **1. Provide administrative, technical support, and guidance for the development and implementation of the ASEAN Customs Integration**

- Liaise with AMS in the preparation of the relevant documentation including drafting of Information/Policy Non-Papers for the ASEAN Customs meetings and related working groups and its sub-working groups under its purview. Monitor and support post-meeting follow-ups including engagement with relevant external parties.
- Conduct technical analysis, desk research, data collection, and draft summaries/reports of customs techniques for the implementation of the programmes and initiatives in modernizing the ASEAN Customs Integration process in line with international best practices.
- Assist AMS Customs Administrations in the introduction of information and communication technology (ICT) into customs activities and develop standardization of information parameters and data for electronic processing and exchange of trade documents and customs information.
- Provide advisory opinions on technical matters and legal matters as well as in acting as the resource person in meetings, capacity building programmes in the areas of customs and trade facilitation.

#### **2. Coordinate and support the ASEAN bodies in the areas of Customs Integration**

- Provide support for inception development and implementation of programmes and initiatives.
- Monitor and coordinate meetings to facilitate discussions and negotiations.
- Prepare agenda and report of the meeting for adoption.
- Prepare and present policy and information papers and/or non-papers.

### **Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in Economics, International Trade, Business Management, or other appropriate specialist discipline with a minimum three (3) years high-level experience in a recognised specialised field; or a Bachelor degree with at least five (5) years of relevant working experience in policy and technical related areas of trade facilitation, Customs and trade procedures.
- Strong leadership and experience in management position.
- Knowledge and experience about digital transformation, particularly advanced technologies in customs and trade facilitation areas.
- Good corporate, strategic and business planning skills.
- Understanding of international and regional issues, especially those have impacts on the ASEAN customs integration process.
- High-level interpersonal 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.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Commitment to teamwork and collaborative work practices.
- Excellent command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.

### **Remuneration and Benefits:**

Successful candidate will be offered a basic salary of **USD 3,639** and an 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 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 Senior Officer Customs Integration.**

Application documents should reach the ASEAN Secretariat by **17 February 2022**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC employment Form can be downloaded at: <https://asean.org/careers/>

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