



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

**SENIOR OFFICER
EXTERNAL ECONOMIC RELATIONS 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 External Economic Relations Division**.

Duties and Responsibility:

Reporting to Assistant Director (ADR)/Head of External Economic Relations Division, the Senior Officer shall be responsible to:

1. Develop and provide policy inputs on issues related to ASEAN regional economic integration and commitments

- Prepare briefing notes and papers for internal ASEAN Secretariat leadership and other division, as well as relevant ASEAN and ASEAN external FTA sectoral bodies, on issues related to regional economic integration, trade agreements, and economic partnerships.
- Provide recommendations and propose solutions on issues pertaining to the implementation of ASEAN external FTAs.
- Propose support in enhancing economic relations and monitoring the implementation of ASEAN external FTAs and economic cooperation with Dialogue Partners.
- Stay current on emerging and new FTA issues such as digital economy, sustainability and carbon trade, inclusive trade, competition, intellectual property, and global value chain in goods and services.

2. Provide policy and technical support for negotiations of new ASEAN external FTAs and upgrade negotiations of existing ASEAN external FTAs

- Provide policy recommendations and compromise resolutions on issues being discussed in negotiations of ASEAN external FTAs.
- Prepare agenda, relevant documents, and reports of meetings of negotiation rounds of ASEAN external FTAs.
- Coordinate with relevant committees on issues related to the respective ASEAN external FTA negotiations.
- Ensure that the appropriate follow up actions are completed between negotiation rounds.

3. Service and provide technical support for meetings related to ASEAN external FTAs and Dialogue Partners

- Develop and present policy papers as the basis for deliberations and act as a resource person of meetings.
- Prepare agenda, relevant documents, and report of the meeting for adoption.
- Communicate and coordinate with the relevant committees to discuss technical and implementation issues.
- Coordinate follow up actions from the meetings of ASEAN external FTA committees.

4. Coordinate and provide required support for the implementation of technical assistance programmes and projects funded by Dialogue Partners

- Initiate and develop work programmes and project proposals for consideration by ASEAN Member States and relevant Dialogue partners.
- Coordinate and monitor the implementation of approved programmes and projects.
- Liaise with experts and/or consultants to ensure that the outputs of the projects/activities meet the objectives of ASEAN and the relevant Dialogue Partners.
- Evaluate the impact of projects/programmes and address implementation issues as they arise.

5. Develop communications materials for issues related to ASEAN external FTAs and Dialogue Partners

- Represent the ASEAN Secretariat at seminars, workshops and training courses as required.
- Respond to enquiries from researchers/private sectors/public sectors.
- Prepare first draft of press releases and media statements as necessary.
- Organise and participate in internal ASEAN Secretariat cross-learning sessions

Qualifications and experience:

- Advanced university degree (Master's degree or equivalent), preferably in the area of Economics, Trade, International Relations, or other relevant areas, with extensive supervisory experience within a management position and a minimum of three (3) years' work experience in strategic planning, project management and monitoring and evaluation in cross-cultural environment and international settings, or other relevant fields.
- Bachelor degree with relevant combination of academic qualifications, and five (5) years of experience may be accepted in lieu of the advanced university degree.
- High-level technical skills and knowledge in the area of responsibility.
- Demonstrated skills in strategic thinking, problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated ability to conduct both formal and on the job training, and foster the career development goals of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.

- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy under pressure and adherence to deadlines; and
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,385** 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 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 EER.**

Application documents should reach the ASEAN Secretariat by **23 November 2021**. 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/>
