



**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 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 Treaty Division**.

### **Duties and Responsibility:**

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

**1. Provide legal support and legal advices to ASEAN organs and ASEAN Sectoral Ministerial Bodies on legal matters, in particular international law and treaty related matters:**

- Provide support and assistance on ASEAN legal related works in the 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 issues;
- 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 and its Working Group Meetings relating to 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 in performing the depositary function of the ASEAN Secretary-General of the ASEAN legal instruments, as well as monitoring the implementation of those legal instruments:**

- 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 depositary function.

**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; and
- Undertake assessment on the implementation of various ASEAN legal instruments for the Secretary-General of ASEAN's report to the ASEAN Summit.

**5. Coordinate and facilitate the development and implementation of ASEAN projects/programmes, in particular those relating to law and legal matters**

- Provide support for the initial development of the programmes or projects;
- Monitor and coordinate the development of the programmes or projects;
- Coordinate with relevant desk officer(s) and concerned dialogue partners/external and other parties to ensure effective implementation of the programmes or projects; and
- Attend various meetings relevant to the programmes or projects.

**6. Other legal works assigned by the Head of Division**

- Perform other legal works assigned by the supervisor.

**Qualifications and experience:**

- Advanced university degree (Master's or equivalent degree) in law, specialising in international law;
- Extensive supervisory experience, with a minimum of three (3) years of working experience in international law or treaty law, or bachelor degree with five (5) years in the field of international law and treaty law;
- 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 management planning skills;
- High-level technical skills and knowledge in the area of responsibility;
- Proven leadership and strong administrative capabilities with ability to motivate staff and work effectively with people at all levels of the organisation;
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN would be preference;
- High-level interpersonal and communication skills, including experience in cross cultural environment and international settings;
- Familiarity with the working environment of international organizations and diplomatic procedures and protocols therein;

- Proven ability to develop and maintain sound and effective working relationships with government representatives, public and private sector organisations, and other stakeholders;
- Competence in computer skills and strong knowledge of Microsoft Office and Outlook where relevant to position;
- Proven ability for accuracy under pressure and adherence to deadlines;
- Commitment to teamwork and collaborative work practices; 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](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 Treaty Division.**

Application documents should reach the ASEAN Secretariat by **3 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)

\*\*\*\*\*