



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

**ASSISTANT DIRECTOR/HEAD OF COMPETITION, CONSUMER PROTECTION &
INTELLECTUAL PROPERTY RIGHTS (IPR) 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 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 **Assistant Director/Head of Competition, Consumer Protection & Intellectual Property Rights (IPR) Division**.

Duties and Responsibilities:

Reporting to the Director of Market Integration Directorate, the Assistant Director/Head of Competition, Consumer Protection & IPR Division (CCPID) shall be responsible to:

1. Managing the operational activities of the Division:

- Exercise managerial and supervisory control over the division's budgetary, logistics, technical and operational services.
- Establish priorities and set management performance goals for staff; Actively engage in management performance and ensure the provision of management, guidance, development, training, performance evaluation and appraisal, and provision of administrative support and other management functions to staff in the areas of his/her responsibility.
- Formulate and oversee the implementation of annual budget plan of the Division.
- Manage effectively all the resources of the Division -- including financial, physical and human resources.
- Participate in and contribute to Divisional, Directorate, Departmental or management meetings.

2. Providing policy and technical advice and recommendations:

- Conduct analysis, research, draft policy and discussion papers, and briefs on the above areas and issues.
- Provide policy and technical advice and recommendations on relevant matters, including supplying inputs into the drafting of sectoral work plans (and similar documents), discussion papers, project proposals, and agreements (in liaison with the Legal Services and Agreements Division).
- Facilitate negotiations and coordination among AMS in the implementation of the plans and projects.
- Monitor progress against sectoral work plans (and similar documents), including the Blueprint, and provide inputs and reports to the Senior Economic Officials Meeting, Ministerial and Summit Meetings and coordinate with other divisions/departments of the ASEAN Secretariat.

3. Overseeing the development, implementation, and evaluation of programs and/or projects in competition policy, consumer protection, IPRs to support the development the ASEAN Economic Community:

- Formulate and provides technical inputs into initiatives such as regional strategies, work plans, projects in competition policy, consumer protection, and IPRs.
- Ensure coordination and monitoring of such regional strategies and workplans to support the implementation of the programmes/projects.
- Facilitate the implementation of these strategies and plans through support for the ASEAN Expert Group on Competition (AEGC), ASEAN Committee on Consumer Protection (ACCP), and the ASEAN Working Group on Intellectual Property Cooperation (AWGIPC).
- Assist in supervising and reviewing the work of consultants and contractual staff in the projects and ensure the quality of their work outputs.

- Mobilise necessary resources for project activities in coordination with relevant divisions of the ASEAN Secretariat.
- 4. Servicing the relevant ASEAN Bodies of the ASEAN Economic Community, particularly in the areas of competition policy, consumer protection, and IPRs:**
- Ensure that ASEAN Bodies are provided with appropriate substantive and administrative support as required.
 - Provide committees, working groups or taskforces on competition, consumer protections, and IPRs established under the commitments or arrangements under ASEAN Plus One FTAs and Regional Comprehensive Economic Partnership (RCEP) and other relevant bodies with substantive and administrative supports.
 - Serve as the focal point and effectively engage with AMS, Dialogue Partners and other stakeholders, drawing on inputs from other Divisions as necessary.
 - Facilitate and oversee the organization of conferences, workshops and seminars and oversight of outcomes documents, liaising with permanent missions, national competition and/or consumer protection, IPR authorities, regional or international institutions, and non-governmental institutions, involved in relevant intergovernmental meetings.
 - Represent the ASEAN Secretariat at ASEAN and international forums as required.

Qualifications and experience:

- Basic and advanced university degrees (Master's) in Economics or Law, with a minimum six (6) years high-level experience in competition policy and law, intellectual property rights (IPRs), consumer protection, and/or other related specialised fields, having extensive supervisory experience within a senior management position.
- Ability to produce reports and papers on technical issues in the three areas and to review and edit the work of others.
- Proven experience in research, public policy development and FTA negotiations (preferable), and in working closely with government officials.
- Sound understanding of international and regional issues, and good knowledge of and firm commitment to ASEAN ideals.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Sound 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 public and private sector organisations and other stakeholders.
- Commitment to teamwork and 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.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 5,204** 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:

Please visit **ASEC Recruitment Management Portal** at <https://asean.org/jobs-at-asec/> to apply for the job. Closing date for application no later than 25 December 2022.
