



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

**SENIOR OFFICER
ANALYSIS & MONITORING ON FINANCE AND SOCIO-ECONOMIC 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 **Senior Officer Analysis & Monitoring on Finance and Socio-Economic Division (AMFSED)**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of AMFSED, the Senior Officer shall be responsible to:

1. Develop and implement research programmes:

- Contribute to the development of strong economic research and policy analysis programmes in the ASEAN Secretariat, particularly in the areas of macroeconomics, finance integration, and socio-economic issues.
- Assist in the overall coordination of the research programmes in the areas of macroeconomics, finance integration, and socio-economic issues to ensure that objectives are met effectively and efficiently, including by promoting and managing linkages with research institutes and regional and international organisations that undertake relevant research in ASEAN for better synergy.

2. Independently undertake high-quality research and policy analyses:

- Assist in planning and coordination of, and independently undertake research and policy analyses related to macroeconomics, finance integration, and socio-economic issues to enhance and deepen ASEAN's economic integration agenda.
- Coordinate with, as well as advise relevant division in the AEC Department in identifying key research topics in the areas of macroeconomics, finance integration, sustainability and socioeconomic issues.
- Inform relevant division in the AEC Department of key findings in the literature on macroeconomics, finance integration, and socio-economic issues, including by organising internal workshops/seminars to present research and policy outputs.
- Where relevant, identify and conduct joint analytical/research initiatives on socioeconomic issues with the other ASEAN Community pillars.

3. Provide high level policy and technical advice and recommendations to support ASEAN economic integration initiatives:

- Provide high level policy and technical advice on macroeconomics, finance integration, and socio-economic issues to relevant sectoral bodies through briefing papers and presentations.
- Develop, and produce economic analyses to assist in the monitoring of various strategic regional integration initiatives.
- Develop and manage research projects, including those funded by Dialogue Partners or international organisations.
- Assist in the commissioning of studies for research projects related to macroeconomics, finance integration, and socioeconomic issues that cannot be undertaken internally, including preparing the Terms of References (TORs) for research consultants, supervising

their work and overseeing the progress of the research projects to ensure timely submission of high-quality deliverables.

- Coordinate with donors (such as Dialogue Partners) or international organisations (such as ADB) to secure funding for research projects and provide updates on the progress of externally-funded research projects.

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in Economics particularly in the areas of financial/monetary economics, macroeconomics, international economics, or development economics, sustainable finance with strong technical knowledge of macroeconomics, banking and financial markets. A minimum of three (3) years' professional experience at a senior level.
- A first-level university degree (Bachelor's degree) in combination with five (5) years of qualifying experience in lieu of the advanced university degree, may be considered.
- Extensive knowledge and substantive senior-level experience in conducting and managing economic research and policy analysis, gained in international/regional development institutions, research institutes, public sector, academe, and development and research consulting.
- Outstanding writing skills with demonstrated experience in report writing and ability to communicate data in the form of presentation and info paper.
- Strong quantitative analysis background, with extensive experience in empirical work, data collection systems, data quality assurance, analysis, and reporting, and proficiency in statistical/economics software applications such as E-Views, STATA, SPSS, SAS is an advantage.
- Familiarity with macroeconomics, financial integration and/or socio-economic issues in ASEAN and/or global economies.
- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders.
- Proven ability for delivering high quality outcome under tight deadlines.
- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Demonstrated supervisory experience with sound management skills, as well as sound corporate and strategic planning skills, and with demonstrated ability to lead, guide, and motivate staff in a complex work environment, and skills in coaching, mentoring, and motivating staff.

- Commitment to teamwork and collaborative work practices is a must, with demonstrated ability to work as part of a team and towards common objectives, dependability to meet deadlines, and ability to work under pressure.
- High-level interpersonal, negotiation and communication skills, including demonstrated experience in cross-cultural environment and international settings, are a must.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **USD 3,893** 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 18 October 2023**
