



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

**ASSISTANT DIRECTOR/HEAD OF
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 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 External Economic Relations Division**.

Duties and Responsibilities:

The Assistant Director External Economic Relations reports directly to the Director of Market Integration Directorate and he/she will be responsible for the following duties:

1. Manage the operational and administrative activities of the Division

- Manage, plan, and approve tasks and activities of staff.
- Provide guidance/direction for staff on operational matters.
- Foster teamwork and collaboration within the Division.
- Conduct annual performance appraisals for staff; identify specialised training and professional development activities for individual staff.
- Manage effectively all financial, physical and human resources of the Division, including supervising facilities set-up using FTA partners' funding mechanism to support the implementation of the FTAs between ASEAN and the respective partners.
- Participate in and contribute to Divisional or Directorate management meetings.

2. Provide policy and technical advice/guidance and recommendations

- Monitor and analyse overall developments of ASEAN's external economic relations.
- Advise on the institutional frameworks and mechanisms for the FTA negotiations and implementation.
- Support the feasibility studies and analysis regarding future FTAs between ASEAN and its Dialogue Partners.
- Keep track of the progress of the FTA negotiations.
- Assist in drafting texts for the FTA negotiations and serve as a resource person in FTA negotiations.
- Develop Memorandums of Understanding (MOU) on various economic cooperation programmes between ASEAN and its Dialogue Partners.

3. Overseeing the development, implementation and evaluation of programmes and/or projects in support of "Global ASEAN" of the ASEAN Economic Community (AEC) Blueprint, including the implementation of ASEAN's FTA with external partners

- Initiate programmes and/or projects and manage project approvals and project implementation (including coordinating with international organizations and donors, where necessary).
- Assist with implementation by providing technical inputs into projects.
- Coordinate the development of projects funded by external parties, particularly as they arise from FTA implementation.

4. Support and service the relevant sectoral bodies of the ASEAN Economic Community (AEC)

- Ensure that ASEAN Bodies are provided with appropriate substantive and administrative support as required.
- Serve as the focal point and effectively engage with the ASEAN Member States, Dialogue Partners and other stakeholders, drawing on input from other Divisions as necessary.
- Represent the ASEAN Secretariat at ASEAN and international forums as required.
- Ensure policy consistency between internal and external economic agreements, and across different sectors.
- Prepare and/or review reports of meetings, press releases, joint statements, speeches and mission reports of relevant sectoral bodies of the AEC as necessary.

Qualifications and experience:

- A Master's degree in economics, international relations, business administration, international trade law or a related field.
- A minimum of six years of relevant professional experience in the field of international trade, investment, public policy, or economic cooperation, with the experience in a senior management position
- In-depth knowledge of the economic and trade policies of ASEAN member states, as well as the global economic landscape. Familiarity with international trade agreements, such as the WTO, is also essential.
- Strong analytical skills in macroeconomic and trade analysis.
- Excellent leadership, management, and interpersonal skills, as well as strong analytical and strategic thinking abilities.
- Effective communication, negotiation, and diplomatic skills are essential for building and maintaining relationships with external stakeholders, in cross-cultural environments and international settings.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- Commitment to teamwork and collaborative work practices, work ethics, integrity and professionalism.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook.
- 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 5,567** 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 2 November 2023**.
