



**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 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 External Economic Relations Division**.

Duties and Responsibilities:

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

1. Service and provide technical support the meetings related to ASEAN+1 FTAs with non-ASEAN partners:

- Prepare agenda and report of the meeting for adoption.
- Develop and present policy papers as the basis for deliberations.
- Act as a resource person of meetings.
- Propose support in enhancing economic relations and oversee the implementation and monitoring of the ASEAN+1 FTAs, follow-ups of SEOM-DPs Consultations, AEM-DPs Consultation, Summit Meetings with DPs (economic areas).
- Prepare documents for meetings and negotiations.
- Communicate with the relevant committees to discuss technical and implementation issues.

2. Coordinate activities and provide required support for the implementation of programmes and projects funded by Dialogue Partners:

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

3. Servicing and providing technical support to relevant bodies in the ASEAN Economic Community:

- Prepare agenda and/or report of the meeting for adoption.
- Prepare and present policy papers.
- Provide support as a resource person for the related meeting.

4. Disseminate information as required:

- Speak at seminars, workshops and training courses as required.
- Respond to enquiries from researchers/private sectors/public sectors.
- Prepare first draft of press releases as necessary.

Qualifications and experience:

- Advanced university degree (Master's degree or equivalent), preferably in the area of Economics, International Trade, International Economic Law, Political Economy, International Development, Public Policy or Public Administration, 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 field.
- Bachelor degree with relevant combination of academic qualifications, and five (5) years experience may be accepted in lieu of the advanced university degree.
- High-level technical and applied skills and knowledge in area of responsibility. Practical knowledge or experience in FTAs or WTO Law would be an advantage.
- Demonstrated skills in problem solving, planning, policy development and analysis and the development of procedures.
- Demonstrated ability to self-start, 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 diverse stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and external statistics and information databases.
- Proven ability for accuracy **under pressure** and adherence to deadlines.
- Excellent command of English, written and spoken.
- Ability to travel.

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 16 November 2023**.
