



**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 nonASEAN partners:

- Prepare agenda and/or report of the meeting for adoption.
- Develop and present analysis on thematic issues as well as 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's Plus One FTAs, follow-ups of SEOM-DPs Consultations, AEM-DPS Consultation, Summit Meetings with DPs (economic areas).

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

- 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 project/activities facilitates 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 analysis on thematic issues as well as 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 or equivalent degree) in preferably in the area of Economics, International Trade, 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 crosscultural 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.
- 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:

Successful candidate will be offered a basic salary of **USD 3,385** 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:

Send your application to 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 degrees, including PhD (if any), and completed ASEC Employment Application Form** attached with recent photograph. Documents must be in English or with English translation. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer External Economic Relations.**

Application documents should reach the ASEAN Secretariat by **2 July 2020**. 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
- ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application. □
Applicants that have previously applied for this post need not apply.



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

**SENIOR OFFICER MARITIME TRANSPORT
TRANSPORT 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.

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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 Maritime Transport**.

Duties and Responsibilities:

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

1. Provide support and input pertaining to the development and implementation of ASEAN Single Shipping Market (ASSM)

- Provide inputs on the implementation of necessary measures towards creating an efficient and competitive shipping market.
- Provide inputs to the drafting of principles, guidelines and regulations related to activities in removing barriers related to establishment of ASSM.
- Provide inputs on harmonisation and convergence of standards and procedures regionally in operationalising the ASSM.
- Provide inputs on the implementation of ASSM pilot project.

2. Provide support in the development, implementation and evaluation of projects / programmes in the field of maritime transport and transport search and rescue □ Assist in initiating projects and securing approval for its implementation.

- Coordinate, monitor and evaluate the implementation of maritime transport related projects/programmes.
- Coordinate with ASEAN bodies under purview and provide support with respect to maritime transport projects / programmes.
- Coordinate inter-linked and cross-cutting areas related to maritime transport initiatives between relevant sectoral bodies.
- Prepare information materials and coordinate with other divisions for public dissemination/publication.
- Liaise with the external parties.

3. Support and service meetings under purview

- Prepare the necessary documents required for the meetings including agenda, discussion papers and drafting reports.
- Act as a resource person and facilitator at meetings.
- Represent the ASEAN Secretariat at meetings as required.

- Assist the hosting organisations in preparing for meetings.
- 4. Support the relevant bodies of the ASEAN Community**
- Provide necessary support in the implementation of relevant decisions / follow-up requirements from other ASEAN bodies.
 - Assist in monitoring compliance with agreements.
- 5. Provide assistance and direction to team members of the Division** □ Supervise team members for their professional development.
- Provide input to the Head of Division whenever necessary.
- 6. Support Assistant Director in undertaking substantive work in the field of maritime transport and perform other assignments as may be assigned to her/him**
- Provide necessary input to the Assistant Director pertaining to the implementation of maritime transport related projects, programmes and activities including relevant information for the drafting of speech and talking points.
 - Monitor policy developments at regional and international level.

Qualifications and experience:

- Advanced university degree (Master's or equivalent degree) in Maritime Affairs, Economics, Public Policy, Business Management, or other appropriate specialist discipline, or a combination of formal qualifications in two or more of those areas; with a minimum of three (3) years of professional experience in maritime transport development planning and policy formulation, implementation and coordination, as well as in project administration; preferably experience from a national government agency responsible for minerals policies or from a maritime transport-related portfolio of an international or regional organisation.
- Bachelor degree with at least five (5) years working experience shall also be considered
- Technical skills and knowledge in the relevant area or the demonstrated ability to quickly acquire them.
- Demonstrated knowledge and policy, research and technical skills in the relevant area and ability to acquire them.
- Sound knowledge of and experience in project management and monitoring and evaluation (M&E)

- Demonstrates ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Excellent oral and written communication skills, interpersonal skills, including experience in crosscultural environment and international settings.
- Demonstrates ability to develop and maintain sound working relationships with stakeholders.
- Demonstrates commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Excellent command of English, written and spoken.
- Ability to travel.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,385** 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:

Send your application to 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 Maritime Transport.**

Application documents should reach the ASEAN Secretariat by **18 July 2020**. 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
- ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.
