



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

**SENIOR OFFICER ANALYSIS & MONITORING ON TRADE,
INDUSTRY, AND EMERGING ISSUES 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 ASEAN Leaders during their 27th Summit 2015. The ASEAN Community Vision 2025 calls for the ASEAN Community in forging 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 Trade, Industry and Emerging Issues Division (SO AMTIED)**.

Duties and Responsibilities:

Reporting to the Assistant Director/Head of AMTIED, 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 trade, industry, and emerging issues.
- Assist in the overall coordination of the research programmes in the areas of trade, industry and emerging 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, policy analyses, and produce analytical reports

- Assist in planning and coordinating of, and independently undertake, research and policy analyses related to trade, industry, and emerging trade-related issues to enhance and deepen ASEAN's economic integration agenda.
- Coordinate with, as well as advise relevant staff in the AEC Department in identifying key research topics in the areas of trade, industry and emerging trade-related issues.
- Organise internal workshops/seminars to present research and policy outputs.
- Inform relevant staff in the AEC Department of key findings in the literature on trade, industry and emerging trade-related issues.
- Coordinate with partners, including Dialogue Partners, research partners, and/or international organisations in developing and managing research projects in the areas of trade, industry, and emerging issues that cannot be undertaken internally.
- Contribute to knowledge management on issues related to trade, industry, and emerging issues.
- Represent the ASEAN Secretariat in regional and international fora related to trade, industry, and emerging issues, as assigned.

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

- Provide high level policy and technical advice on trade, industry and emerging trade-related issues to relevant sectoral bodies through briefing/policy papers and presentations.
- Develop and produce economic analyses to assist in the monitoring of various strategic regional integration initiatives.

4. Other relevant duties as assigned

Qualifications and experience:

- Advanced degree in economics, public policy, development studies, with specialisation in areas such as macroeconomics, international trade, industrial economics, development economics, and political-economy with a minimum of three (3) years' professional experience;
- Bachelor degree in any of the above, or more, specialist discipline(s) with at least five (5) years of qualifying work experience may also be considered, though those with advanced degrees highlighted above would be highly preferred.
- Excellent analytical and research background with experience in conducting economic and policy research and analysis in relevant areas, gained in international/regional development institutions, research institutes, public sector, academe, and/or development and research consulting;
- Solid writing skills, capable of producing coherent and easy-to-digest policy research outputs within tight deadlines.
- Familiarity with trade, industry and other emerging issues in ASEAN and/or global economies;
- Strong quantitative analysis background, with 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;
- Demonstrated effective interpersonal and communication skills including experience in cross-cultural environment and international settings;
- Demonstrated skills in analysis, problem solving, planning and the development of policies and procedures;
- Demonstrated good interpersonal and team skills, ability to develop and maintain sound working relationships with stakeholders, including public and private sector organisations, and partners, and work effectively with people at all levels of the organisations;
- Proven ability for prompt and accurate delivery under stress.
- Fluency in English, both written and spoken; and
- Supervisory experience.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 3,639** 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 31 December 2022**.
