



**ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP)
PHASE II**

**TERMS OF REFERENCE
FOR
Project Officer for Strengthening ASEAN Secretariat Capacity in
Ensuring Effective Implementation of the AEC Blueprint 2025**

Background

ASEAN is currently at a critical juncture of its economic community-building process. While good progress has been made, it is not fast enough and simply not enough. Implementation of key initiatives will need to be accelerated, some of which are critical to realise the ASEAN Economic Community (AEC) Blueprint 2025. Indeed, ASEAN is still lagging in completing some key action lines that would significantly contribute to the achievement of the goals set out in the AEC Blueprint 2025. This includes the enhancement of the ASEAN Trade in Goods Agreement (ATIGA), addressing Non-tariff Measures (NTMs)/ Non-tariff Barriers (NTBs), advancing the services and investment agenda, achieving meaningful convergence in competition, consumer protection and IPR frameworks, and overall regulatory environment. At the same time, in order to strengthen its position as an open and inclusive economic region, ASEAN needs to ensure the smooth and effective ratification and implementation of major new regional agreements especially the Regional Comprehensive Economic Partnership (RCEP), EU-ASEAN Free Trade Agreement (FTA) and ASEAN-Canada FTA. In addition, new megatrends and current global developments such as COVID-19 pandemics, are posing disruptive challenges to the progress that ASEAN has made.

Given this background, the role of the ASEAN Secretariat (ASEC) has become ever more crucial to support ASEAN navigate through these issues and achieve its goals. This in turn requires ASEC notably the AEC Department to be supported with expertise who will provide strategic and policy guidance on the above-mentioned areas as well as on other cross-cutting and emerging issues which are important for the full realization of the vision and mission of the AEC Blueprint 2025. For this purpose, ASEAN Secretariat requires the support of one Advisor, one Senior Project Officer (SPO) and one Project Officer to provide this strategic advisory service.

The ASEAN Secretariat is seeking qualified candidates for the post of **Project Officer (PO)** as part of this team. This position will report to the Senior Project Officer. This position is open for **Indonesian nationals**. It is a full-time position based in Jakarta, Indonesia. Subject to any applicable COVID-19 travel restrictions, the PO will be required to travel intermittently to ASEAN countries as necessary. The PO will be offered a contract until **31 December 2021**, with possibility for extension for up to another year.

Duties and Responsibilities

1. Support the Senior Project Officer and the Advisor in data collection, information gathering and other relevant activities pertaining to ASEAN Regional Economic Integration notably those related to Trade and Investment integration and FTA;
2. Conduct data collection and compilation including collation, update, and reporting of relevant information on Trade and Investment Integration and FTA;
3. Assist in the preparation of documents for relevant Senior Official and Ministerial meetings;
4. Provide support in the development of capacity programs, outreach materials, analytical papers/briefs and other knowledge management products on Trade and Investment Integration and FTA;
5. Assist the Senior Project Officer and the Advisor in the management of activities and matters related to RCEP;
6. Support the Senior Project Officer in the conduct of relevant desk-based research and analytical activities on areas related to Trade and Investment Integration and FTA;
7. Provide administrative and logistical support in organizing capacity building for relevant ASEAN Secretariat Divisions and outreach workshops or forums;
8. Assist in facilitating meetings and other relevant activities with ASEAN Member States and broader stakeholders (e.g., dialogue partners, international organisations, industry, think tanks and civil society);
9. Perform other tasks relevant to the operationalisation of the team, as required.

Qualifications and Experiences

- A bachelor degree in public policy, development economics, development studies with at least two (2) years of working experiences in the relevant area.
- Basic knowledge and practical experience in the areas of regional trade and investment integration or Free Trade Agreements is preferable.
- Good communication and drafting skills, as well as general understanding on diplomacy is desirable.
- Good coordination skills, with proven ability for multitasking and maintaining accuracy under pressure and adherence to deadlines.
- Excellent command of English, complemented with good oral and written communication skills.
- Proven ability to work independently as well as in a team in a multicultural environment.
- Proficient in standard computer applications, particularly Microsoft Office tools and internet application.
- Flexible, resilient, and adaptable to changing circumstances in the context of the COVID-19 pandemic.

Remuneration and Benefits:

The successful candidate will be offered a basic salary of **IDR 16,835,950 per month** and an attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation & life insurance, annual bonus (prorated) and gratuity (prorated).

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 transcripts for Bachelor and Master degrees, and completed ASEC Employment Application Form** with a recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for PO-Strengthening ASEAN Secretariat Capacity in Ensuring Effective Implementation of the AEC Blueprint 2025.**

Application documents should reach the ASEAN Secretariat by **29 October 2021.**
The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

ASEC Employment Form can be downloaded at: <https://asean.org/careers/>