



ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II

TERMS OF REFERENCE FOR Senior 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 and one Project Officer to provide this strategic advisory service.

The ASEAN Secretariat is seeking qualified candidates for the post of **Senior Project Officer** (SPO) as part of this team. The SPO will provide technical support and coordination to the development, initiation, and implementation of strategic advisory activities relevant to trade and investment integration which are crucial in ensuring effective and timely implementation of the AEC Blueprint 2025. The SPO will also support capacity building and outreach activities under the guidance of the Advisor. This position will report to the Advisor.

In performing its tasks, the Senior Project Officer will work closely and in coordination with relevant officers of the ASEAN Secretariat where necessary. S/he will coordinate with

1. AMS and other stakeholders (e.g., ASEAN Dialogue Partners, international organisations, industry, think tanks and civil society) on pending and emerging issues related to ASEAN Economic Integration;
2. Desk officers and/or designated focal points from the three ASEAN community pillars and other relevant desks at ASEC.

This position is open for all **ASEAN nationals**. It is a full-time position based in Jakarta, Indonesia. Subject to any applicable COVID-19 travel restrictions, the SPO will be required to travel intermittently to ASEAN countries as necessary. The SPO will be offered a contract **ending on 31 December 2021**, with possibility for extension for up to another year.

Duties and Responsibilities

1. Provide inputs and technical support in the development, formulation and provision of strategic advisory services such as sectoral analyses, formulation of actionable documents, and other relevant activities pertaining to trade and investment integration;
2. Conduct relevant desk-based research and analytical activities on areas related to trade and investment integration, as well as FTA;
3. Support the Advisor in the preparation of documents and policy papers with a view of providing advisory and technical support to relevant ASEAN senior official and ministerial economic meetings;
4. Provide administrative and technical support to the advisor on activities and matters related to RCEP i.e., its entry into force, implementation, promotional/advocacy activities and potential establishment of the RCEP Secretariat;
5. Provide coordination support to the Advisor in the identification and development of capacity building programs/activities on issues pertaining to trade and investment integration through close coordination/collaboration with relevant divisions in AECD;
6. Develop outreach materials and activities on the progress of ASEAN Economic Integration, FTA including RCEP;
7. Manage and organise capacity building for relevant ASEAN Secretariat Divisions and outreach workshops or forums;
8. Prepare post-event workshop report for consideration/clearance of the Advisor;
9. Assist coordination of activities with ASEAN Member States and broader stakeholders (e.g., dialogue partners, international organisations, industry, think tanks and civil society);
10. Facilitate and prepare documentations in relation to the team's operational/ administrative matters, including payment processing and approval requests;
11. Provide periodic update to AADCP II for clearance by DSG AEC;
12. Perform other relevant tasks at the request of the Advisor and/or DSG AEC.

Qualifications and Experiences

- Advanced university degree (Master's or equivalent degree) with academic qualifications in public policy, international cooperation/studies, economics and/or development studies with a minimum of three (3) years relevant experience in conducting monitoring and evaluation, public policy research and analysis, gained in international/regional development institutions, research institutes, public sector, project management, and development and research consulting, or a bachelor degree with at least five (5) years of relevant experience.
- Knowledge and practical experience in the areas of Regional Market Integration or Free Trade Agreements is preferable.
- Strong analytical and problem-solving skills in a complex organisational environment and in work planning.
- Ability to plan and organise tasks and work flows, 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, as well as strong interpersonal and team skills in cross-cultural environment and international settings.
- 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 **USD 3,385 per month** and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalisation & life insurance, children's education 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 SPO-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/>