



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

**SENIOR OFFICER (SO) ENTERPRISE DEVELOPMENT
COMPETITION, CONSUMER PROTECTION & IPR DIVISION**

With the ratification of the ASEAN Charter in December 2008, the ASEAN Secretariat (ASEC) has embarked on an organisation restructuring that is aligned to the requirements of the Charter and the three Community Blueprints, for the ASEAN Political and Security Community (APSC), ASEAN Economic Community (AEC), and ASEAN Socio-Cultural Community (ASCC).

Currently ASEC is looking for a qualified candidate to fill the position of SO Enterprise Development, Competition, Consumer Protection & IPR Division, Market Integration Directorate, ASEAN Economic Community (AEC) Department.

Duties and Responsibilities:

1. Identify and develop concrete policy responses and options concerning, global and regional developments in trade, investment and business practices and their impacts and implications on ASEAN economic development and integration:
 - Monitor and analyse global and regional developments in trade, investment and business practices (e.g. supply chains and network formations), especially those which would pose challenges to ASEAN and AEC development patterns and processes;
 - Develop and propose practical and coherent policy responses and options, which are economically, socially and environmentally sustainable, compatible and responsible, to address the current or emerging challenges mentioned above;
 - Set meeting agendas and draft meeting documentations, papers and briefs on the above and facilitate their multi-media presentations and disseminations, as appropriate.
2. Promote intra-regional and extra-regional trade and investment, including through good manufacturing and funding practices, and supply chain linkages and networking, with a focus on ASEAN Small and Medium

Enterprises (SMEs), other enterprises and Priority Integration Sectors (PISs):

- Liaise with the relevant regional authorities, chambers of commerce and business councils and private-sector advisory bodies in on cooperative trade and investment promotion programmes and activities within and outside ASEAN, with special focus on SMEs and enterprise development, and PISs;
 - Propose, develop and implement in cooperation with all relevant public-private stakeholders coherent and integrated (regular and XB) programmes and activities to boosting trade and investment with special focus on the above target beneficiaries;
 - Set meeting agendas and draft meeting documentations, papers and briefs on the above and facilitate their multi-media presentations and disseminations, as appropriate.
3. Foster and coordinate and monitor (within the AEC Department) all regular and XB activities and programmes on both intra-regional and extra-regional public-private sector engagement and partnership, including those for SMEs and enterprise development, PISs and AEC building.
- Identify, propose, implement and service practical ways and means to promote and sustain public-private sector consultations, engagement and partnership, including those to enhance and accelerate SMEs and enterprise development, PISs and AEC building;
 - Coordinate and monitor developments and implementation of programmes and activities relating to public-private sector consultations, engagement and partnership within the AEC Department, including those involving extra-regional stakeholders;
 - Set meeting agendas and draft meeting documentations, papers and briefs on the above and facilitate their multi-media presentations and disseminations, as appropriate.
4. Support SMEs and enterprise development and cooperation – including through the AEC Blueprint, SME Policy Blueprint and Plans of Action, ASEAN Industrial Cooperation (AICO) Scheme, and the ASEAN SME Council establishment and operations.
- Develop, implement and monitor all regional programmes and activities for ASEAN SME and enterprise development as mandated and provided by various Blueprints, Action Plans, regional cooperation schemes and decisions made at ASEAN meetings;
 - Provide substantive and other support services for the proposed establishment of the ASEAN SME Council and for meetings of all

- relevant ASEAN bodies, i.e., ASEAN SME Council, ASEAN SME Working Group and other relevant bodies;
- Set meeting agendas and draft meeting documentations, papers and briefs on the above and facilitate their multi-media presentations and disseminations, as appropriate.
5. Facilitate, implement, service and provide assessment of meetings and dialogues, and technical assistance programmes and activities involving SME and enterprise development, public-private sector engagement and partnership, AEC building, etc.:
- Design and manage technical assistance programmes and activities involving SMEs and enterprise development, public-private sector engagement and partnership, AEC building, etc.;
 - Liaise and coordinate with donors for the support on the proposed programmes and activities, and implement, monitor and evaluate in collaboration with all inter-regional and extra-regional stakeholders funded and implemented programmes and activities.
 - Set meeting agendas and draft meeting documentations, papers and briefs on the above and facilitate their multi-media presentations and disseminations, as appropriate.
6. Perform other duties as may be assigned by the Assistant Director, Director or higher authorities in ASEC
- Provide substantive support for the attendance of ASEAN Secretary-General/Deputy Secretary-General at meetings/events organised by ASEAN, other international organisations, or Dialogue Partners – including drafting (research-based) speeches, papers and talking points which cover/carry some policy recommendations or regional responses to issues being addressed at those meetings/events.
 - Provide technical and other inputs and briefs on the substantive areas of responsibilities above, including drafts for annual or other reports to ASEAN bodies, for ASEC publications, and for other meetings and events.

Requirements:

- Postgraduate degree in economics, management or related fields;
- Extensive supervisory experience, within management position with a minimum six (6) years high-level experience in a recognised specialised field;
- Familiarity with industrial and SME development policies and regulations in ASEAN Member States;

- High-level technical skills and knowledge in areas of responsibility;
- Demonstrated skills in problem solving, planning and the development of policies and procedures;
- Demonstrated ability to 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;
- Sound experience in public policy development and negotiations, and experience in briefing government Ministers and senior officials;
- Good corporate, strategic and business planning skills;
- Strong leadership and strong administrative capabilities;
- Understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals;
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings;
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders;
- Proven ability for accuracy, composure and efficiency under pressure and adherence to deadlines;
- Excellent command of English, written and spoken.

General qualifications:

Familiarity with diplomatic practices and protocols. Other required qualities are: computer literacy and proficiency in the use of Microsoft Office tools; ability to multi-task, work long and irregular hours, and perform outside the usual job scope; ability to function effectively independently and as part of a team; and a willingness to travel frequently on short notice.

Remuneration and Benefits:

Successful candidate will be offered the post with a probation period of six months and monthly salary commensurate with his/her personal qualifications starting from US\$ 2,900. There are other applicable benefits which include subsidies as allowances for housing, medical, education of dependent children, gratuity, and annual performance bonus. Upon completion of the probationary period, the candidate will be confirmed for a three-year contract, inclusive of the six-month probationary period, in the first instance.

How to apply:

Send your application highlighting your suitability and potential contribution to the position together with a detailed CV, including a recent passport-sized photograph and certified true copies of educational certificates obtained to the **HRD, Admin, Protocol & Conference Services Division, ASEAN Secretariat, 70A Jalan Sisingamangaraja, Jakarta 12110**. You can also email your application to: **hr-asean@asean.org**.

Please indicate on the subject heading: **Application for Senior Officer Enterprise Development**.

Application papers should reach the ASEAN Secretariat by **3 June 2009**.

The Selection Committee's decision is final and only shortlisted candidates will be notified.
