



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

Re-advertised

**SENIOR OFFICER (SO) INVESTMENT
SERVICES & INVESTMENT 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 Investment, Services & Investment Division, Market Integration Directorate, ASEAN Economic Community (AEC) Department.

Duties and Responsibilities:

1. Provide support in coordinating and progressing the ASEAN economic integration and cooperation in the areas of investment liberalisation, promotion and facilitation as well as protection:
 - Follow-through with the implementation of regional economic development programmes and projects on investment;
 - Coordinate the implementation of programmes and project activities related to investment within and across relevant Division(s);
 - Undertake work on the monitoring and evaluating the implementation of the ASEAN Agreement on the Promotion and Protection of Investments and its Protocol, and the ASEAN Comprehensive Investment Agreement (ACIA) through the Working Group on Foreign Direct Investment Statistics (WGFDIS), the Coordinating Committee on Investment (CCI) and the ASEAN Economic Ministers (AEM)/ASEAN Investment Area (AIA) Council;
 - Support the meetings of relevant ASEAN bodies, i.e. WGFDIS, the CCI and the AEM/AIA Council and serve as a resource person and coordinate reports of the meetings, including the investment

negotiations of ASEAN's Free Trade Agreements (FTAs) with Dialogue Partners.

2. Undertake preparatory work on the surveillance and monitoring of ASEAN's investment performance:
 - Monitor the progress in relation to investment agreements and performance;
 - Undertake analyses of data and the preparation of the ASEAN Investment Surveillance Report (AISR) and the ASEAN Investment Report (AIR), including Foreign Direct Investment (FDI) statistics;
 - Prepare reports on the investment issues, oversee the collection and compilation of data on investment/FDI statistics from individual Member States (in cooperation with the Research and Information Services Division) and presentation of these reports.
3. Undertake liaison with the private sector to promote closer public-private sector cooperation in investment:
 - Coordinate and monitor programmes relating to liaison with the private sector;
 - Provide inputs and reports on initiatives undertaken with the private sector;
 - Provide options and recommendations on follow-through programmes with private sector.
4. Service the relevant bodies of the AEC in the area of investment:
 - Represent ASEC and serve as resource person at meetings of relevant ASEAN sectoral bodies as well as meetings of other organisations under purview (including as a speaker, facilitator or moderator of the workshop);
 - Support and contribute to the ASEAN bodies with respect to their meetings by ensuring the development and production of documentations and written materials related to the meetings, such as agendas, information papers, concept papers and other communication materials, as well as prepare meeting reports of the Ministerial/ senior-official meetings and workshops as requested;
 - Provide support for the attendance of ASEAN Secretary-General/ Deputy Secretary-General at meetings/events organised by ASEAN, other international organisations, or Dialogue Partners, which include: providing inputs on the required research for the papers in relation to the AEC Blueprint goals and writing of talking points or speeches that cover/carry some policy recommendations or regional responses to issues raised;

- Coordinate the follow-up actions to decisions and agreements made at ASEAN meetings;
 - Coordinate with ASEAN bodies (through ASEC's Desk Officers) on cross-sectoral issues, to follow-up work relevant to other bodies and to update relevant meeting decisions.
5. Plan, monitor and supervision of research on issues related to FDI and the activities of Transnational Corporations (TNCs), Foreign Affiliates' Trade in Services Statistics (FATS) and their role and impact on economic development:
- Apply economic concepts and conduct policy-oriented research on issues related to trade and investment;
 - Undertake the planning and design of research projects including the ability to identify strategic areas for future research work, design research methodologies and monitor research projects and studies;
 - Ability to supervise research conducted by others and to provide feedback and reviews.
6. Undertake the planning and design of workshops and seminars, technical assistance programmes and implementation of these programmes:
- Organise workshops/seminars and related meetings and seminars;
 - Develop and manage technical assistance projects on investment and FDI.

Requirements:

- Postgraduate degree in economics or related fields;
- Extensive supervisory experience, within management position with a minimum six (6) years high-level experience in a recognised specialised field;
- Sound experience in public policy development and negotiations, and experience in briefing government Ministers and senior officials;
- Demonstrated ability and experience in investment-related issues including sound understanding of economic, business and development theories and their application to issues related to FDI and economic growth;
- Some experience in undertaking research with analytical abilities. A good basis in terms of technical expertise in the area of international investment (especially statistics) and ability to determine suitability, validity and accuracy of data; ability to assess the quality of research and studies undertaken by experts and consultants;

- Excellent communication and liaison skills. Speaks and writes clearly and effectively, able to get difficult messages across clearly, good drafting ability; ability to prepare written reports that are clear, concise and meaningful;
- 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 Investment.**

Application papers should reach the ASEAN Secretariat by **10 July 2009.**

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