



**ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)  
Economic Cooperation Support Programme (AECSP)**

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**Terms of Reference**

**SENIOR PROJECT OFFICER  
(ASEAN Nationals Only)**

**Background**

Following the entry into force of the ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA), the AANZFTA Economic Co-operation Support Programme (AECSP) was established in 2010 by ASEAN Member States, Australia and New Zealand with a main goal to facilitate the implementation of the AANZFTA. AECSP is currently until 31 December 2021. Support to economic co-operation under AANZFTA beyond 2021 is expected to be delivered through a multi-year successor programme.

The AECSP is implemented through the Economic Cooperation Work Programme (ECWP) with the project management assistance of the AANZFTA Support Unit (ASU) which is located in the ASEAN Secretariat, Jakarta, Indonesia. The ECWP consists of components linked to the key commitments by the Parties under the AANZFTA, with a primary focus on capacity development of national institutions and policy work to operationalise the AANZFTA and address AANZFTA implementation gaps. ECWP facilitates the implementation of AANZFTA and its effective use by the Parties for the development of their economies and advancing regional economic integration. The ASU supports the AANZFTA subsidiary bodies in the implementation of the ECWP and assists the Economic Cooperation Sub-Committee (EC-SC) and the FTA Joint Committee (FJC) in monitoring the overall AECSP implementation progress, informing their decision-making and implementing decisions.

ASU is looking for a suitable ASEAN candidate to fill in the full-time position of Senior Project Officer to be based in Jakarta, Indonesia. The primary focus of this role is to provide support on all aspects of ECWP project management including project design, implementation, monitoring and evaluation. The Senior Project Officer will work closely with the ASU team and reports to the ASU Programme Coordinator.

**Main Responsibilities**

AECSP is a multi-stakeholder initiative with complex sectoral implementation plans and follows the results-based approach in its management. As such, project management, monitoring and systematically reporting on progress and achievements are critical for keeping a diverse range of stakeholders involved and informed. Working within relevant lines of reporting, the Senior Project Officer shall serve as the ASU focal point for supporting ASEC and AANZFTA Parties in the implementation of the ECWP and bear the following main responsibilities:

1. Project Management
  - a. Project Design:
    - Assist proponents with the design of the ECWP projects including providing inputs to draft concept notes and proposals in close coordination with team members and clients.
  - b. Project Appraisal:
    - Assist the process of inputs-seeking and consultations within ASEC and with stakeholders when required.
  - c. Project Implementation:
    - Assist project implementing parties in the preparation of project implementation plan, contractual establishment and financing arrangements.
    - Support the implementation of ECWP projects, following AECSP rules and procedures.
  - d. Project monitoring and evaluation:
    - Assist project implementing parties in reviewing schedule and progress of project implementation as well as delivery of outputs;
    - Contribute to project progress and completion reports, as needed;
    - Work closely with ASU team in ensuring various project database up-to-date and useful;
    - Overall project budget management; and
    - Participate in project missions, when needed
  - e. Project Communication:
    - Advise proponents and ASEC colleagues on the applicable rules and procedures as well as the process of ECWP management;
    - Provide inputs to draft press release and working closely with ASU Comm Officer in ensuring sufficient and timely press coverage for all relevant ECWP activities; and
    - Provide groundwork support and inputs to ASU's periodical deliverables, reports and other papers as required.
2. Support the subsidiary bodies on their respective ECWP portfolio through ASEC focal divisions and perform other duties as may be assigned by the ASU Programme Coordinator

## Qualifications Requirements

### Education

- The Senior Project Officer should hold a Master's degree in one of the following disciplines: program/project management, economics, international development or public policy.
- An equivalent advanced degree in a trade-related area and additional exposure to result-based monitoring and evaluation concepts via a professional training would be desirable.

### Experience

#### *Essential*

- A minimum of three years of working experience in implementing or managing a multi-sectoral large-scale development programme;
- Demonstration of understanding of capacity development concept, approaches and the challenges;

- Demonstrated experience in communicating rules, procedures and complex concepts related to project management to a range of stakeholders in multi-cultural settings;
- Experience in conducting training workshops and seminars for government officials and businesses;
- Knowledge of AANZFTA, ASEAN and the ASEAN Economic Community;

#### *Desirable*

- Technical knowledge on any of the following areas: investment policy, trade in services, government procurement, intellectual property or competition law;
- Experience in working on ASEAN economic integration; and
- Experience in working with international and/or regional organisations.

#### Competencies:

- Excellent command in written and spoken English with proven writing and editing skills and an ability to convey complex ideas in a clear, succinct and straightforward style;
- Strong ability to communicate well and work effectively in teams while coordinate closely with relevant ASEAN Secretariat desk officers, AANZFTA Parties, proponents, project implementers;
- Ability to deal with colleagues and clients with maturity, sensitivity and diplomacy;
- Ability to organize work, deliver under pressure and meet deadlines; and
- Ability to coach and mentor junior team members.

#### **Remuneration**

An attractive lump-sum remuneration package at the level of Senior Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to the duration of the AECSP.

#### **How to Apply**

- You are invited to send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) and copy [ecwp@asean.org](mailto:ecwp@asean.org) by **15 May 2020**. Please use the following heading for the subject of your email: **Senior Project Officer, AANZFTA Support Unit**.
- A complete application includes:
  - **A Cover Letter** summarizing your candidacy, suitability for the advertised position and potential contribution to the team;
  - **A Curriculum Vitae**;
  - **Certified true copies of educational certificates**; and
  - **A complete ASEAN Secretariat Employment Application Form** attached with a recent photograph. The Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form).
- Women are encouraged to apply.
- The Selection Committee's decision is final and only shortlisted candidates will be notified. Incomplete applications will not be considered.
- For more information about the AANZFTA and AECSP, please visit: <http://aanzfta.asean.org/>