



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

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

**TRADE OFFICER
AANZFTA SUPPORT UNIT**

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 funded until 31 December 2019. Support to economic co-operation under AANZFTA beyond end 2019 is expected to be delivered through a successor program to AECSP.

The AECSP consists of the Economic Cooperation Work Program (ECWP) and the work plan of the AANZFTA Support Unit (ASU). The ECWP consists of components linked to key commitments by the Parties under the AANZFTA, facilitating its implementation for the sustainable development of individual Parties and advancing regional economic integration. ECWP's primary focus is on capacity development of national institutions of Parties to operationalise the AANZFTA and address AANZFTA implementation gaps. The ASU supports the implementation of the ECWP and assists the FTA Joint Committee (FJC) in monitoring the ECWP implementation progress and informing their decision-making. The ASU office is located in the ASEAN Secretariat (ASEC), Jakarta, Indonesia

An important role of the ASU is to assist the AANZFTA Parties and FJC in the implementation, monitoring, evaluation of the AECSP and reporting about project achievements to the AANZFTA bodies and key stakeholders including business and industry through communications gateway and products. The ASU is looking for a suitable candidate from an ASEAN Member State to fill in the full-time position of Trade Officer, to be based in Jakarta, Indonesia. The Trade Officer will report to and work under the supervision of the ASU Program 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 Trade 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

- 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
- Project Appraisal:
 - assist the process of inputs-seeking and consultations within ASEC and with stakeholders when required.
- Project Implementation:
 - assist project implementing parties in the preparation of project implementation plan, contractual establishment and financing arrangements.
 - support the implementation of ECWP projects when required, following AECSP rules and procedures
- 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;
 - update project databases and assist the ASU team with the development and updating of the AECSP integrated database; and
 - Participate in project missions, when needed.
- Project communication:
 - advise proponents and ASEC colleagues on the applicable rules and procedures as well as the process of ECWP project management;
 - provide inputs to draft press releases and working closely with ASU Monitoring, Evaluation and Communication 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 to the AANZFTA Joint Committee and subsidiary bodies

- Coordinate the support for the AANZFTA Economic Cooperation Sub-Committee and, when required, facilitate their meetings; and
- Support AANZFTA Joint Committee and other AANZFTA subsidiary bodies on their respective ECWP portfolio through ASEC focal divisions.

Qualifications Requirements

Education

The Trade 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

- Minimum of five years of direct working experience in project management;
- Experience in project monitoring and evaluation;
- General knowledge on international trade, economic integration and market access;
- Good understanding of capacity development, ideally in the trade policy area; and
- Demonstrated experience in communicating rules, procedures and complex concepts to a range of stakeholders in multi-cultural settings.

Desirable

- Knowledge on any of the following areas: investment policy, trade in services, intellectual property or competition law;
- Experience in working with ASEAN countries and adequate knowledge of ASEAN and the ASEAN Economic Community; and
- Experience in working with international and/or regional organisations.

Competencies:

- Excellent command in written and spoken English and in report writing;
- Strong ability to work effectively in teams and coordinating with relevant ASEAN Secretariat desk officers, AANZFTA Parties, proponents and project implementers;
- Ability to deal with clients with sensitivity and diplomacy; and
- Ability to work under pressure and meet deadlines.

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 and copy ecwp@asean.org. Women are encouraged to apply. Please use the following heading for the subject of your email: **Trade 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.

Complete applications should reach the ASEAN Secretariat by **16 May 2018, Jakarta time**. 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/>