



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

**Terms of Reference
Programme Coordinator
(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 the ASEAN Member States, Australia and New Zealand with a main goal to facilitate the implementation of the AANZFTA. AECSP is currently on-going until 31 December 2021. Support for 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 the full-time position of Program Coordinator 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 Program Coordinator will work closely with the ASU team and reports to the AECSP Adviser.

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 Program Coordinator shall serve as the ASU focal point for supporting ASEAN Secretariat and AANZFTA Parties in the implementation of the ECWP. The Program Coordinator will have the following main responsibilities:

1. Oversee the programming, design, implementation, monitoring and review of AECSP resources, under the direction of the FJC and EC-SC, and in coordination with the AECSP Adviser, the Assistant Director Programme Coordination and Project Management Division (PCPMD), and other relevant divisions at the ASEAN Secretariat;
2. Coordinating with the AECSP Adviser to plan, direct and monitor the operation of the AECSP Support Unit (ASU) to implement AECSP;
3. Supervise the performance of ASU staff;

4. Provide inputs to FJC, EC-SC and AANZFTA subsidiary bodies in the strategic development and implementation of the annual Economic Cooperation Work Programme (ECWP);
5. Provide technical inputs and capacity building support to the FJC and its subsidiary bodies on AANZFTA ECWP related matters;
6. Serve as resource person/provide advice and technical assistance, as appropriate, on implementation-related issues/problems;
7. Liaise with other stakeholders, institutions and other relevant divisions of the ASEAN Secretariat; and
8. Perform other duties and responsibilities as may be assigned by the AECSP Adviser, FJC and EC-SC.

Qualifications Requirements

Education:

- The Program Coordinator should hold a Master's or advance university degree in economics, international trade or law, international development or public policy;
- Specialisation or an extensive knowledge on WTO, international trade and market access; and
- Trained on project management and/or result-based monitoring and evaluation concepts via a professional certification training is desirable.

Experience:

Essential

- Extensive supervisory experience, within a senior management position with a minimum eight (8) years high-level experience, with strong preference in regional trade agreements/economic integration;
- Proven experience in research, trade policy development and negotiation/implementation of agreements, provision of policy advice and in working closely with government officials;
- Demonstrated capacity in programme management and implementation at the regional level and/or in a multi-cultural environment;
- Demonstrated ability to lead and motivate staff and building teamwork in a complex work environment;
- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals; and
- Experience in technical research and publication on economic trade policy is an advantage.

Desirable

- Proven ability to develop and maintain sound working relationships with public and private sector organisations and other stakeholders;
- Proven ability for accuracy under pressure and adherence to deadlines; and
- Sound corporate and strategic planning skills.

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 coordinating closely with AECSP Adviser, AANZFTA Parties, relevant ASEAN Secretariat divisions, desk officers, proponents, and 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 Assistant Director 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 to ecwp@sean.org by **31 July 2020**. Please use the following heading for the subject of your email: **Program Coordinator, AANZFTA Support Unit**.
- A complete application includes:
 - **A Cover Letter** summarising 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.
- Women applicants 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/>