



**THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS TO APPLY
FOR THE POSITION OF**

**DIRECTOR/CHIEF ECONOMIST,
ASEAN INTEGRATION MONITORING OFFICE (AIMO)**

Background:

Since the ASEAN Leaders reaffirmed their commitment for deeper economic integration through the Bali Concord in 2005, ASEAN has been at the forefront of establishing an ASEAN Economic Community by 2015. This means that as an integrated community, the approach to integration has become more strategic, requiring more analytical inputs and advice not only from Member States, but also from the ASEAN Secretariat as coordinator of various integration initiatives. In particular, there is a need for ASEC to be more proactive and forward looking in its analysis of regional issues and formulation of policy advice to ensure a well-functioning AEC by 2015.

An important and critical aspect of community building is a need for systematic and comprehensive monitoring of the region's economies, to ensure that Member States comply with the region's various initiatives, and adhere to basic elements of macroeconomic stability that will strengthen ASEAN economic integration. Hence, the commitment to further enhance regional surveillance is a clear manifestation of this thrust. In an attempt to promote greater financial stability in the region, ASEAN has stepped up efforts to further enhance the capability to monitor the regional economy and provide timely alerts and advice to ASEAN and its Dialogue Partners on the regional economic trends, issues and priorities. In fact, the strengthening of regional surveillance received renewed commitment when the ASEAN Leaders in October 2008 agreed to strengthen the capacity of the ASEAN Secretariat by setting up a new high-level Macroeconomic and Finance Surveillance Office (MSFO).

The MSFO or now renamed as the ASEAN Integration Monitoring Office is attached to the office of the Deputy Secretary-General of ASEAN for the ASEAN Economic Community (DSG AEC) will focus on monitoring regional economies and ASEAN integration. The high-level Office will be headed by a Director and supported by other economists.

Broad Statement of Function

The Director provides overall leadership to the ASEAN Integration Monitoring Office. He/She also serves as chief economist for the ASEAN Economic Community Department of the ASEAN Secretariat. In addition, the Director will:

- Provide strategic guidance and intellectual rigor regarding the scope, emphasis, and state of the economic and financial activities of ASEAN and the individual Member States, including issues related to regional economic monitoring and surveillance, trade, investment and financial integration.
- Provide intellectual leadership to and guide the implementation of ASEAN Surveillance Process, including the preparation of high quality ASEAN Surveillance Report, ASEAN Investment Report, ASEAN Insurance Report and ASEAN Economic Outlook; analytical reports and commentaries; country, sector and thematic studies related to AEC (e.g., trade and policy review, investment surveillance); and other policy papers and research in support of the AEC and its various initiatives.
- Provide best possible knowledge on key policy issues and developments facing ASEAN, including analysis of developments involving the region's Dialogue Partners.
- Analyze major policy developments for use by the AEC Council, ASEAN Finance Ministers, ASEAN Economic Ministers and other sectoral ministerial and senior officials bodies, and formulates key policy advice and recommendations for the region's economic and integration initiatives.

Represent ASEAN in high-level economic meetings and policy dialogues, and liaise with experts and other economists from other international and bilateral agencies working with the region.

Duties and Responsibilities:

1. Spearhead the implementation of regional surveillance and economic monitoring in ASEAN:
 - Monitor global and regional developments in the areas of finance and economic integration.
 - Undertake initiatives and specific activities (e.g., development of surveillance tools) to strengthen regional surveillance work in ASEAN and in each individual Member economy.
 - Assess and report on implications of global and regional developments with respect to prioritizing finance, trade, investment and economic policy for the AEC Blueprint.
 - Prepare, review and update strategic and operational work plans relevant to the implementation of the AEC Blueprint, particularly in the areas of finance, trade, investment and economic policy work.

2. Provide high level policy and technical advice and recommendations to support ASEAN economic integration initiatives:
 - Provide high level policy and technical advice on finance and economic integration.
 - Develop, coordinate and produce economic and financial analysis to assist with execution of various strategic initiatives and reviews in the AEC Blue Print.
 - Assist the DSG AEC to manage cooperation through research, analysis and briefing for relevant bodies on issues related to the AEC Blue Print finance, trade and economic policy work.
3. Shape the economic research and policy analysis program of ASEC:
 - Plan, supervise and coordinate economic research and policy analysis relevant to the finance, trade and economic policy work under the AEC.
 - Offer direction of the overall development strategy and economic research agenda at regional and country levels
 - Provide advice to staff in the AEC Department to identify research topics relevant to AEC Blue Print finance, trade, investment and economic policy work.
4. Ensure effective information dissemination, communication and reporting:
 - Maintain appropriate electronic and hard copy records of all economic policy and research work.
 - Ensure this information is readily available and accessible to ASEAN members and, as appropriate, dialogue partners and other stakeholders through appropriate media, including web-based.
 - Participate in high-level economic discussions and meetings to disseminate key ASEAN economic reports and articulate issues related to economic integration.
 - Prepare and provide summary reports of key findings for ASEAN bodies.
 - Provide regular (at least six-monthly) reports to the DSG AEC or their nominee, on progress in implementing economic policy work plans, issues/constraints arising, and any management action required to support effective implementation of the work program.
 - Prepare speeches and articles for the Secretary-General and DSG AEC, when requested
5. Provide In-house capacity development:
 - Assist in building regional economic surveillance and research capacity in ASEC
 - Introduce new research methods to ASEC
 - Help organise workshops/ seminars to present the research and policy outputs

Qualifications and experience:

1. Education

- PhD economics, with specialization in International Economics.

2. Experience

- Substantive senior-level experience (minimum ten years) in international and/or regional development work in Asia; including high-level experience in international/regional development institutions, development consulting and research, and public policy development;
- Experience in formulating and executing economic strategies and policy advice;

3. Technical and managerial

- Expert knowledge of international and regional issues, particularly in the field of macroeconomics, international or development economics.
- A track record of intellectual leadership, as evidenced by strong publication record and research especially in the areas of development policy.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- 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 public and private sector organisations and other stakeholders, and highly respected by clients, staff and peers.
- Commitment to teamwork and collaborative work practices; and
- Familiarity with the political, economic, social and cultural context of the region.

Personal Attributes

1. Integrity. Strongly possess and perform the capability to maintain and promote social, ethical and organisational norms and values in conducting internal and external secretarial activities.
2. Decisiveness. Possess and perform the capability to make timely decisions, render judgement and take action when appropriate.
3. Creative and innovative. Possess the capability to generate creative solutions to work situations; try different ways to deal with organisational problem and opportunities.
4. Diplomacy. Proven skills in negotiating and leading dialog.

General requirements:

Familiarity with diplomatic practices and protocol in ASEAN. 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 extra tasks when required outside the usual job scope; ability to function effectively independently and as part of a team; and a willingness to travel on short notice.

Remuneration and Benefits:

The appointee would initially be contracted for 3 years, subject to annual renewal and an initial 6 month probation period. An attractive remuneration package will be negotiated commensurate with experience and qualification.

How to apply:

Send your application to asean.hr@asean.org highlighting your suitability and potential to serve on this position together with a detailed CV, certified true copies of educational certificates obtained, and completed the Employment Application Form with recent photograph; the Form can be downloaded at www.asean.org.

Incomplete applications will not be considered.

Please indicate on the subject heading: **Application for Director/Chief Economist, AIMO.**

Application papers should reach the ASEAN Secretariat by **19 July 2013.**

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