



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

**SENIOR OFFICER
LEGAL SERVICES & AGREEMENTS DIVISION**

Background:

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organisation founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and social progress. It comprises the ten countries of Southeast Asia.

The entry into force of the ASEAN Charter on 15 December 2008 had provided new impetus to ASEAN's integration efforts by establishing a legal and institutional framework required to achieve the ASEAN Community by 2015. This includes the newly approved organisational structure of the ASEAN Secretariat that is aligned to the requirements of the Charter and the three Blueprints of the ASEAN Political-Security Community (APSC), the ASEAN Economic Community (AEC), and the ASEAN Socio-Cultural Community (ASCC). The ASEAN Secretariat is therefore well positioned to provide the necessary functions required to effectively support the community building process under the Charter and the Blueprints.

Currently ASEC is looking for qualified and suitable candidate to fill the position of **Senior Officer**, who will work under the Legal Services & Agreements Division, Corporate Affairs Directorate, ASEAN Community & Corporate Affairs Department.

Duties and Responsibilities:

1. Provide legal opinions and advices to all ASEAN Sectoral Ministerial Bodies on all legal matters including public international law, in particular in the area of international treaties and their related aspects:
 - Provide support and assistance on ASEAN legal related work on development and conclusion of international agreements/treaties among ASEAN Member States and with external parties
 - Provide legal views/opinion on international treaty/agreement and its related aspects
 - Undertake legal review and interpretation of various ASEAN legal instruments

2. Participate in the relevant ASEAN Sectoral Ministerial Bodies as resource person on legal related matters:
 - Draft agenda and/or report of the meeting for adoption
 - Coordinate with ASEAN Member States on the organisation of the meeting
 - Draft/prepare various legal papers/opinions
 - Provide support as a resource person for the related meeting
3. Support the Secretary-General of ASEAN and the ASEAN Secretariat on law and legal matters
 - Provide support and assistance on law and legal related matters to the Secretary-General of ASEAN and the ASEAN Secretariat
 - Provide legal services on various works relating to the functioning and operation of the ASEAN Secretariat
4. Support the role of the ASEAN Secretariat as depository of ASEAN agreements and legal instruments, as well as monitoring the implementation of those agreements
 - Undertake review and examination of the legal status of ASEAN agreements, in particular legal related issues on ratification, entry into force and validity of ASEAN agreements.
 - Review, compile & update the list of ASEAN agreements.
 - Provide other necessary legal assistances in ensuring the effective performance of the ASEAN Secretariat as depository of ASEAN Agreements.
5. Ensure the effective operationalization of the ASEAN Dispute Settlement Mechanisms as provided for in the ASEAN Charter and other legal instruments
 - Assist the Secretary-General of ASEAN on law and legal matters relating to his role and responsibility in the dispute settlement mechanisms in ASEAN
 - Support the ASEAN Secretariat in performing its role in Dispute Settlement Mechanisms that are provided for in various ASEAN legal instruments.
 - Coordinate with relevant divisions in the ASEAN Secretariat to monitor the compliance of ASEAN agreements.
6. Other legal works assigned by the Head of the Division
 - Perform other legal works assigned by the Head of the Division

Qualifications and Experience:

- Postgraduate degree in law with at least 6 year-working experiences, preferably, in the field of international law and international treaties;
- High-level technical skills and knowledge in area of responsibility.

- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated ability to conduct both formal and on the job training, and foster the career development goals of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy ***under pressure*** and adherence to deadlines.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered the post with a probation period of six months and monthly salary starting from **USD 2,900**. There are other applicable benefits which include housing, medical, education of dependent children, and gratuity. Upon completion of the probationary period, the candidate will be confirmed for up to three-year contract, inclusive of the six-month probationary period, in the first instance.

How to apply:

Send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a detailed CV, including a recent passport-sized photograph, certified true copies of educational certificates obtained and completed Employment Application Form, which can be downloaded at www.asean.org.

Please indicate on the subject heading: **Application for Senior Officer for Legal Services & Agreements Division**. Application papers should reach the ASEAN Secretariat by **29 July 2013**.

Incomplete applications will not be considered.

The Selection Committee's decision is final and only short-listed candidates will be notified.
