



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

**ASSISTANT DIRECTOR/HEAD
FINANCE INTEGRATION DIVISION**

Background

The ASEAN Secretariat is currently looking for a qualified candidate to fill the position of Assistant Director/Head of the Finance Integration Division, which is under the Finance, Industry & Infrastructure Directorate, ASEAN Economic Community Department (AECD).

The Finance Integration Division (FID) oversees ASEAN regional cooperation in finance. In particular, FID: (i) manages the ASEAN Finance Ministers Meeting and other related meetings; (ii) tracks the implementation of the Roadmap for Monetary and Financial Integration of ASEAN (RIA-Fin), which is ASEAN's overall framework for deepening finance cooperation and integration in four key areas – capital market development, liberalization of financial services, capital account liberalization, and ASEAN currency cooperation; (iii) keeps track of ASEAN Plus Three (ASEAN+3) finance cooperation initiatives, particularly the Chiang Mai Initiative Multilateralisation (CMIM) and the ASEAN Bond Markets Initiative (ABMI); and (iv) coordinates other finance cooperation initiatives, including the ASEAN Capital Market Forum (ACMF), ASEAN insurance cooperation, cooperation with the Asia Pacific Group on anti-money laundering, East Asia finance cooperation, and research projects on key aspects of regional finance cooperation.

Duties and Responsibilities:

The Assistant Director/Head provides overall leadership to FID. He/She is expected to:

1. Manage and coordinate ASEAN activities related to regional finance cooperation and integration.
2. Contribute to the development and implementation of ASEAN strategies and initiatives for deepening regional finance cooperation and integration, including providing high level technical and policy advice and recommendations on key aspects and issues of finance integration.
3. Help to prepare, review and update strategic and operational work plans relevant to the implementation of regional finance cooperation and integration initiatives.
4. Contribute to and oversee the development, implementation and evaluation of projects or programs pertaining to regional finance cooperation and integration, including planning

and coordinating research and policy analysis and providing advice on finance-related work of the AECD.

5. Participate in finance-related ASEAN meetings and provide technical and other inputs in support of those meeting, including drafting the agenda, discussion papers, joint statements and other technical papers.
6. Participate in relevant regional and international meetings, and maintain effective relationships with representatives from central banks, ministries of finance, international organizations, research institutions, and private sector.
7. Manage day-to-day operations of the Finance Integration Division, including work program, staff hiring, training and development.

Qualifications and experience:

- Advanced degree in Economics or Finance (PhD would be desirable).
- Excellent knowledge and extensive experience (minimum of eight (8) years) in the areas of finance and/or economics gained in relevant government agencies/ministries, regional/international organizations, academic or research institutions, or the financial sector.
- Solid knowledge of macroeconomic analysis and policy-oriented economic research, quantitative tools, financial sector strategies and policies, and public policy development and negotiation.
- Solid understanding of international and regional economic and financial issues.
- Proven ability for accuracy under pressure and adherence to deadlines; strong supervisory skills and able to work independently.
- High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings; commitment to teamwork and collaborative work practices; sound knowledge of and commitment to ASEAN ideals.
- Excellent command of English, written and spoken.
- Competency in computer skills with adequate knowledge of Microsoft Office and other relevant softwares.

General requirements:

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

Remuneration and Benefits:

Successful candidate will be offered the post with a probation period of six months and monthly salary starting from USD 4,000. 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 applications to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed Employment Application Form with recent photograph, which can be downloaded at www.asean.org.

Incomplete applications will not be considered.

Please indicate on the subject heading: **Application for Assistant Director/Head, Finance Integration Division.**

Application papers should be received at the ASEAN Secretariat by **19 July 2013**.

Only shortlisted candidates will be notified. Previous applicants need not reapply.
