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MEMORANDUM

FOR/TO : **The Undersecretary for Special Concerns and concurrent BMB Director**

The Assistant Secretary
Policy, Planning and Foreign Assisted and Special Projects and concurrent FMB Director

The Directors
EMB, MGB, LMB, ERDB
Human Resource Development Service, DENR

The OIC Director
Policy and Planning Service

FROM : **The Undersecretary**
Policy, Planning and International Affairs

SUBJECT : **JOB VACANCIES AT THE ASEAN SECRETARIAT**


DATE : 09 July 2021

This refers to the letter dated 08 July 2021 signed by Assistant Secretary Junever M. Mahilum-West, Office of ASEAN Affairs, Department of Foreign Affairs regarding the current job vacancies at the ASEAN Secretariat:

1. Assistant Director/Head of Education, Youth & Sports Division (deadline for submission of application: 20 July 2021); and
2. Senior Officer, International Economic and Trade Law Division (deadline for submission of application: 04 August 2021).

The job descriptions and call for applications are attached for reference. Forms can be downloaded at www.asean.org/opportunities/asec-employment-form.

For information, please.


ATTY. JONAS R. LEONES

MEMO NO. 2021 - 520

Let's Go Green!!!

DIV1-498-ASEAN-2021 Job Vacancies at the ASEAN Secretariat

Summitries and ASEAN Coordinating Council Division-PH <asean.div1@dfa.gov.ph> Thu, Jul 8, 2021 at 6:27 PM
To: "DOJ-2 (ALAWMM)" <osecmig@gmail.com>, "DOJ-1 (ALAWMM)" <osec@doj.gov.ph>, "DOJ* Legal Chief State GEORGE O. ORTHA II" <goortha@doj.gov.ph>, DOJ legalstaff <DOJLegalStaff@doj.gov.ph>, DOJ mldsuan <ldsuan@doj.gov.ph>, "DELFIN N. LORENZANA" <osec301@gmail.com>, DND OUSSAP <dnd.oussap@gmail.com>, OASAIADND <oasaiamails@dnd.gov.ph>, Director Marita Yoro <myoro@dnd-ph.org>, AMTB-DND Chrishel Suerte <suertecd@dnd.gov.ph>, Faysaleyyah Abdullah <fabdullah@dnd-ph.org>, pdps@ocd.gov.ph, fabdullah@dnd-ph.gov.ph, "DILG-1 (AMMTC)" <emano@dilg.gov.ph>, "DILG-2 (AMMTC)" <osec@dilg.gov.ph>, jaloresco@dilg.gov.ph, "USEC Bernardo Florece Jr." <bcflorece@dilg.gov.ph>, Somtc Dilg <somtc.dilg@gmail.com>, "MR. MANUEL B. FELIX" <mbfelix@dilg.gov.ph>, OASPO DILG <dilg.oaspo@gmail.com>, DILG PS-MED <srd_psdilg@yahoo.com>, adcatesio.dilg@gmail.com, Irmagsino@gmail.com, afbonagua@ydilg.gov.ph, apfajardo@dilg.gov.ph, OPAPP Dureza <opapp.jd@gmail.com>, OPAPP OSEC <opapp.osec@gmail.com>, "Pamela Ann S. 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DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASEAN AFFAIRS

URGENT

Ref No. : DIV1-498-ASEAN-2021
Subject : Job Vacancies at the ASEAN Secretariat
Date : 08 July 2021

Mesdames, Sirs,

The Department informs agencies of the ASEAN Matters Technical Board (AMTB) of the following job vacancies at the ASEAN Secretariat:

1. Assistant Director/Head of Education, Youth & Sports Division (deadline for submission of application: 20 July 2021); and
2. Senior Officer, International Economic and Trade Law Division (deadline for submission of application: 04 August 2021).

The job descriptions and calls for applications for these vacancies are attached for reference.

Very truly yours,
For the Secretary of Foreign Affairs:


JUNEVER M. MAHILUM-WEST
Assistant Secretary

Attachments: As stated.

ALL AMTB AGENCIES

Dear Sir/Ma'am,

Good day.

Please see the attached ASEAN letter on the above subject.

Kindly acknowledge receipt of this email.

Thank you and best regards.

Summitries and ASEAN Coordinating Council Division

Office of ASEAN Affairs

Department of Foreign Affairs

2330 Roxas Blvd., Pasay City, Metro Manila

Philippines

Tel Nos.: (+632) 834-3236; (+632) 834-3173

Email Address: asean.div1@dfa.gov.ph; aseanph.summitries@gmail.com; aseanph.div1@gmail.com

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3 attachments

 **DIV1-498-ASEAN-2021 Job Vacancies at the ASEAN Secretariat.pdf**
32K

 **1. Advert-ADR-Education-Youth-Sports-0621.pdf**
301K

 **2. Advert-SO-International-Economic-Trade-Law-readv-0721-fnl.pdf**
286K



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

**ASSISTANT DIRECTOR/HEAD OF
EDUCATION, YOUTH & SPORTS DIVISION**

Background:

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the "Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together", signed by the ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Assistant Director/Head of Education, Youth & Sports Division (EYSD)**. This position reports to Director of Human Development Directorate.

Duties and Responsibilities:

Reporting to the Director of Human Development Directorate, the duties of the Assistant Director/Head of EYSD are listed below, but not limited to:

1. Managing the operational activities of the Division.

- Plan and manage the work and deliverables of the division.
- Supervise, provide guidance and direction, and approve tasks and activities of staff.
- Foster teamwork and collaboration within the Division.
- Conduct annual performance planning, mid-year assessment and annual appraisals for staff, and identify key performance development needs for individual staff.
- Manage effectively all resources of the Division, including human, financial, and physical resources.
- Participate in and report during Directorate management meetings.

2. Providing policy and technical advice and recommendations.

- Provide policy and technical advice and recommendations on sector concerns along education, youth and sports matters, including providing input into the drafting of sectoral workplans (and similar documents) as well as any agreements (in coordination with Legal Services and Agreements Division).
- Monitor progress of implementation of sectoral workplans (and similar documents) including relevant commitments in the ASCC Blueprint 2025, and provide report and inputs for the Director and Deputy Secretary General.
- Sit as member of steering committees and provide technical advisory and substantive support to Technical and Working Group Meetings for the Education, Youth and Sports sectors.
- Provide technical expertise and participate in official visits organised by ASEAN and/or its Dialogue Partners either as part of the ASEAN Secretariat/ ASCC Department or as part of a sectoral delegation.

3. Overseeing the development, implementation and evaluation of programs and/or projects in support of the ASCC, particularly in Education, Youth and Sports affairs.

- Initiate programmes and/or projects and manage project approvals and project implementation, including activities aimed Education, Youth and Sports sectors.
- Coordinate with international organisations and donors where necessary, for programmes and/or projects funded by external parties.
- Assist with programs and projects implementation by providing technical input (for example as technical resource persons for workshops).

4. Servicing the relevant bodies of the ASEAN Socio Cultural Community.

- Ensure that ASEAN Bodies under EYSD purview are provided with appropriate substantive and administrative support as required.
- Serve as the focal point and effectively engage with ASEAN Member States, Dialogue Partners and other stakeholders, drawing on input from other Divisions as necessary.
- Represent the ASEAN Secretariat at ASEAN and international forums as required.

Qualifications and experience:

- Advanced university degree in Education, Social Sciences, or other appropriate specialist discipline related to the areas of work of this Division, with a minimum of 6 (six) years extensive experience relevant to the post; preferably in a supervisory or managerial role in any of the fields related to the portfolio of the division.
- Proven experience in research, public policy development and negotiation, and in working closely with governments or inter-governmental organisations.
- 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.
- Sound understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals.
- Sound financial, physical and human resource management skills.
- Sound corporate and strategic planning skills.
- Demonstrated ability to lead and motivate staff in a complex work environment.
- High-level interpersonal and communication skills, and preferably experienced working in a multi-cultural environment and/or international settings.
- Commitment to teamwork and collaborative work practices.
- Computer proficiency with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Excellent command of English, written and spoken.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of **USD 4,841** and attractive remuneration package including housing, outpatient medical reimbursement, hospitalization & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the six-month probationary period.

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, certified true copies of educational certificates and transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Assistant Director EYSD.**

Application documents should reach the ASEAN Secretariat by **20 July 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC Employment Form can be downloaded at: www.asean.org/opportunities/asec-employment-form



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

**SENIOR OFFICER
INTERNATIONAL ECONOMIC & TRADE LAW DIVISION**

Background

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the "Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together", signed by the ASEAN Leaders during their 27th Summit 2015. The ASEAN Community Vision 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Minister of ASEAN with basic functions of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve centre of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In alignment with the ASEAN 2025 and Key Aspirations of the three ASEAN pillars of Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Senior Officer International Economic & Trade Law Division**.

Duties and Responsibility:

Reporting to Assistant Director (ADR) of International Economic & Trade Law Division, the Senior Officer shall be responsible to:

- 1. Support and provide legal advice on all ASEAN economic related agreements**
 - Provide legal advice to all desk officers of the ASEAN Secretariat and ASEAN Ministerial Sectoral Bodies on economic related agreements.
 - Participate and act as legal counsel in various ASEAN meetings in developing and working on ASEAN economic related agreements.
 - Provide necessary secretariat support to ASEAN meetings, including preparing agenda and/or report of the meeting for adoption.
 - Prepare and present policy papers.
 - Provide support as a resource person for the related meeting.
- 2. Support and provide assistance on legal in monitoring, implementing and reviewing the existing ASEAN Free Trade Agreements (FTAs) with its Partners**
 - Assist desk officers and relevant divisions to ensure effective implementation of the existing FTAs between ASEAN Member States and its Trading Partners.
 - Provide legal support to ASEAN Member States in undertaking the review and upgrading of the existing FTAs.
 - Provide necessary legal and secretariat assistance in working on any additional instruments to implement the FTAs.
 - Provide legal service and necessary support on matters relating to legal and institutional issues in the process of negotiations of FTAs.
- 3. Coordinate the development, implementation and evaluation of programs or projects in support of the legal services and agreements**
 - Provide support for inception development and implementation of initiatives.
 - Monitor and coordinate meetings to facilitate discussions and negotiations.
 - Coordinate with relevant desk officer(s) and concerned dialogue partners/external parties to ensure the effective implementation of the initiative/programme.
 - Provide support as a resource person.
- 4. Monitor compliance to ASEAN economic agreements and its related legal instruments**
 - Provide legal analysis and recommendation on the status of various ASEAN economic agreements and their implementation.
 - Review, compile and update the list of ASEAN agreements.
 - Review and assess related issues of ratification, entry into force and validity of ASEAN economic agreements.

5. Coordinate and facilitate the effective operationalisation of ASEAN Dispute Settlement Mechanisms

- Ensure effective operationalisation of the ASEAN Protocol on Enhanced Dispute Settlement Mechanism (Protocol on EDSM).
- Participate and act as legal counsel in Meeting of the ASEAN Task Force on Dispute Settlement Mechanism (TF-EDSM) under the Protocol on EDSM.
- To provide necessary secretariat support to the TF- ESDM.
- Prepare and present policy papers, if needed, on any aspects related to the functions and operation of the Protocol on EDSM.
- Act as a resource person for issues related to the Protocol on EDSM.
- Monitor the implementation of the Protocol on EDSM.
- Provide legal support and assistance on any other dispute settlement mechanisms in ASEAN.

6. Other tasked and duties assigned by the Head of Division

Qualifications and experience:

- Postgraduate Degree in Law, preferably in the field of international trade and economic law.
- Extensive supervisory experience, within management position with a minimum three (3) years high-level experience in a recognised specialised field which is related to international trade and economic area.
- 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 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 a basic salary of USD 3,385 and an attractive remuneration package including housing, outpatient medical reimbursement, hospitalisation & life insurance, children's education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the six-month probationary period.

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, certified true copies of educational certificates and transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer International Economic & Trade Law.**

Application documents should reach the ASEAN Secretariat by **4 August 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

- ASEC employment Form can be downloaded at www.asean.org/opportunities/asec-employment-form
