



**THE ASEAN SECRETARIAT INVITES ASEAN NATIONALS
TO APPLY FOR THE FOLLOWING POSITIONS AT THE ASEAN
SECRETARIAT IN JAKARTA**

RE-ADVERTISED

**Regional Technical Assistance for Strengthening Capacity of the ASEAN
Secretariat in Regional Economic Integration and Policy Dialogue, Phase 2**

1. Background and Objectives

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 (MFSO).

To support this process, the ASEAN Secretariat (ASEC) is expected to (i) provide in-depth policy inputs for ASEAN policy dialogues on economic and finance integration in regional forums and (ii) monitor and enforce AEC implementation. In August 2006, ASEC and the Asian Development Bank (ADB) signed a memorandum of understanding (MOU) which provided among others, for ADB's support in enhancing ASEC's institutional capacity; including the strengthening of the ASEAN Economic Community Department (AECD). The initial Regional Technical Assistance (RETA) was implemented for the period 2006 – 2008.

This Regional Technical Assistance (RETA) Phase II will be implemented by ASEC in close consultation with ADB over 18 months, from March 2009 to August 2010.

Under the new structure of ASEC, the Macroeconomic and Finance Surveillance Office (MFSO) has been established to focus on monitoring regional economies and ASEAN integration. The MFSO is attached to the new office of the Deputy Secretary-General responsible for the ASEAN Economic Community (AEC). The high-level Office will be headed by a Chief Economist and supported by other economists

Two macroeconomists and two national consultants will be recruited for positions in the MFSO. Positions are for a Macroeconomist and a National Consultant responsible for Monetary/ Fiscal analysis and a Macroeconomists and a National Consultant responsible for Trade/ Investment analysis.

A national consultant to serve as project coordinator will also be recruited to help manage the RETA with ASEC.

2. Terms of Reference for the Macroeconomists (ME)

- [Macroeconomist for Monetary/ Fiscal Analysis \(ME – MFA\)](#)
- [Macroeconomist for Trade/ Investment Analysis \(ME – TIA\)](#)

The ME will assist in the preparation of the work plan for the Macroeconomic and Finance Surveillance Office (MFSO); preparation of macroeconomic commentary and trade/ investment/ financial outlook report for ASEAN Member Countries; examine and respond to the emerging issues on the AEC; prepare, or assist in preparing, policy briefs on topics identified by ASEAN and ASEC; development and management of databases; design, review and preparation of studies on selected topics in macroeconomics and international finance; and analyzing issues of relevance and interest to regional finance and central bank officials i.e. fiscal and monetary issues, AEC finance related issues and country financial sector development issues.

Other responsibilities include providing inputs for key speeches of the ASEAN Secretary-General and senior staff of the ASEC on issues related to ASEAN economic and finance integration; preparing terms of reference for international consultants as needed; providing in-house capacity development support as needed and appropriate; and undertaking other tasks as required.

Candidates will have a postgraduate-level background in international trade, macroeconomics with specialty in services and/or investments and trade facilitation, with in-depth expertise and experience in regional macroeconomic surveillance and development work i.e. quantitative models, and substantial knowledge of current developments in ASEAN finance cooperation. Strong leadership, analytical, liaison and communication skills; experience in database system and interactive statistical tools is preferred.

The deliverables include: (i) approved Work Plan which identify clear outcomes and outputs, priority capacities, including technical and policy-oriented skills, and determine mechanisms for capacity development in ACD; (ii) timely and effective research and

policy briefings for AEM and AFMM on issues related to ASEAN economic and finance integration and policy dialogue (e.g. monetary and exchange rate policy, development of regional macroprudential indicators, financial capital markets, trade and investment); (iii) database system of macroeconomic indicators and (iv) regular status and/or progress reports on AEC implementation.

3. Terms of Reference for the National Consultants (NC)

Three national consultants' positions are open under this RETA.

- [National Consultant for Monetary/ Fiscal Analysis \(NC - MFA\)](#)
- [National Consultant for Trade/ Investment Analysis \(NC - TIA\)](#)
- [Project Coordinator \(NC – PC\)](#)

Two national consultants (Research Assistant/ Economic Analyst) are required to support the Macroeconomists: one national consultant will be assigned to the Monetary/ Fiscal Analysis Macroeconomist (MFA) and the other to the Trade/ Investment Analysis Macroeconomist (TIA).

The National Consultant is a specialist staff providing technical and administrative support for the coordination and implementation of activities in the area of macroeconomic and finance surveillance; and provides research assistance. He/she is also required to organise and facilitate in-house seminars, workshops, and meetings; manage projects; provide research assistance; and perform other functions as required.

The Project Coordinator will coordinate, consolidate, and monitor various activities under the RETA, and advise on matters related to RETA administration. He/ she will

- (i) prepare briefing and presentation materials for meetings, forums, conferences, and other TA-related events, as required;
- (ii) assist in preparing and regularly updating the work plan in coordination with ASEC;
- (iii) review, comment on, and edit the consultants' reports and other documents and papers, as required;
- (iv) prepare and update progress reports on TA activities and individual related projects that cover, among other things, budget summaries;
- (v) provide backstopping services to meetings and briefings on regional cooperation; and
- (vi) coordinate with ASEC, the consultants, and focal persons.

Candidates should have a graduate-level background in macro-economics or international finance with good knowledge of current developments in ASEAN economic integration, with a minimum of three years' experience in macroeconomic and/or financial policy research, in government, academics or international organisation. Good quantitative and communication skills are added advantage.

4. Application

Each position's tenure shall be up to 18 person-months.

Send your application highlighting your suitability and potential contribution to the position together with a detailed CV, including a recent passport-sized photograph to the **Personnel and Training Unit, ASEAN Secretariat, 70A Jalan Sisangamangaraja, Jakarta 12110**. You can also email your application to: hr-asean@asean.org.

Please indicate on the subject heading the post you apply.

- **Application for Macroeconomist for Monetary/ Fiscal Analysis (ME – MFA)**
- **Application for Macroeconomists for Trade/ Investment Analysis (ME – TIA)**

- **Application for National Consultant for Monetary/ Fiscal Analysis (NC - MFA)**
- **Application for National Consultant for Trade/ Investment Analysis (NC - TIA)**
- **Application for National Consultant for Project Coordinator (NC – PC)**

Application papers should reach the ASEAN Secretariat by **30 May 2009**.

Please note that in view of the numerous applications, only short-listed candidates will be contacted. Those not contacted should consider that their application has not been favourably considered.
