

Job Vacancy at the ASEAN-Japan Centre

- **Posting title:** Trade and Investment Project Officer
- **Cluster:** Trade and Investment Cluster
- **Duty station:** Tokyo, Japan
- **Salary and other benefits:** 5.2 million yen per year with additional amount depending on the work experience and qualification, and commutation allowance, plus social security and health insurance, and payment of termination gratuity. The salary will be reviewed after one year.
- **Annual leave:** Annual leave as stipulated in the Staff Rules, plus summer, and end and beginning of the year holidays.
- **Contractual period:** Fixed-term of two (2) years with possibility of extension (first six (6) months being in probationary period).
- **Commencement of the assignment:** As soon as possible.
- **Eligible nationalities:** The post is open to nationals of member states only, namely the 10 ASEAN countries and Japan.
- **Organization setting and reporting:** This position is located in the Trade and Investment Cluster of the ASEAN-Japan Centre. The Cluster promotes sustainable trade and foreign direct investment (FDI) between Japan and ASEAN. The Trade and Investment Affairs Officer will work under the direct supervision of the Heads and Operational Director of the Trade and Investment Cluster. Job functions and duties are carried out under the authority of the Secretary General.
- **Education:** Advanced university degree (Master's degree or equivalent degree) in economics, business management, international relations, or related fields. Ph.D. degree in any of the above fields is desirable. A first-level university degree in any of these fields, in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.
- **Work Experience:** A minimum of seven (7) years of progressively responsible experience is required via employment in public or private organizations, universities, or businesses.
- **Language:** Fluency in both English and Japanese with excellent drafting ability required. Proof of proficiency (e.g. TOELF-iBT > 105, TOEIC > 920 for both Japanese and ASEAN applicants; in addition, for non-Japanese N1 is required. Knowledge of an ASEAN language is an advantage.
- **Responsibilities:** The Trade and Investment Project Officer will be responsible for the following duties:
 - a. Undertake relevant research and analysis to design and conceive collaborative project partnerships on sustainable trade and investment promotion with ASEAN Member States.

- b. Develop, implement and evaluate targeted programmes and activities that promote sustainable trade and foreign direct investment (FDI) between ASEAN and Japan e.g., organizing seminar/workshop and field/study trip and preparing trade and FDI promotional materials, as well as capacity building activities.
- c. Strengthen the Centre's trade and investment networks and maintain a positive working relationship with ASEAN Member States counterparts and Japanese stakeholders.
- d. Assist the Cluster Heads and Director in preparing the result-based annual work programme and budget, annual implementation report, including project and activities evaluation of the Trade and Investment Cluster.

- **Other qualifications:** Be proactive in daily activities and behaviors; possess a visionary and creative mindset; embodies the sense of teamwork; be supportive to any work assignment; adaptability and interpersonal skills; organizational and IT skills; and work experience at the international level or in an ASEAN country is an asset. Knowledge of statistics is desirable.
- **How to apply?** Applicants can use any form of application or CV in **both English and Japanese** to submit to the following by post or e-mail:

Address:

Office of General Affairs, ASEAN-Japan Centre (staff in charge: Nukiyama)

1F, Shin Onarimon Bldg., 6-17-19 Shimbashi, Minato-ku, Tokyo 105-0004 JAPAN

Phone: 03-5402-8314

E-mail: saiyoweb@asean.or.jp

Deadline for application: March 27, 2020 (Friday)

In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, language skills, references and any other relevant information. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended after submission and all documents submitted to the Centre will not be returned to applicants.

- **Assessment:** Evaluation of qualified candidates may include an assessment exercise, which will be followed by an interview. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.
- **Special note:** Extension of the appointment is subject to performance of the incumbent and the availability of funds. The Centre does not charge a fee at any stage of the recruitment process, nor concern itself with information on applicants' bank accounts. The Centre is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.