

Job Opening is re-advertised
at the ASEAN-Japan Centre

Posting title: Programme Manager of Research and Policy Analysis Cluster

Division: Operational Department

Duty station: Tokyo, Japan

Salary and other benefits: +6.4 million yen (taxable) per annum and commutation allowance, plus social security and health allowance, payment of termination gratuity

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 years with possibility of extension

Commencement of the assignment: after February 2020

Eligible nationalities: The post is open to nationals of the Member States only, namely 10 ASEAN countries and Japan

Organization setting and reporting: This position is located in the Research and Policy Analysis (RPA) Cluster under the Operational Department of the ASEAN-Japan Centre, an international organization comprising 11 Member States (Japan and 10 ASEAN member states). The Department is responsible for undertaking substantive work of the Centre, including promotion and facilitation of trade, investment, tourism and exchange of persons between ASEAN and Japan, taking into account contribution to sustainable development. The RPA is responsible for the research and policy dimension of this substantive work. The incumbent works under the supervision by the Head of RPA Cluster. Job functions and duties are carried out under the authority of the Head of RPA Cluster and the Director of Operational Department in charge of RPA Cluster and Trade and Investment Cluster.

Education: Advanced university degree (Master's degree or equivalent degree) in economics, business management, law or related fields. PhD 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 ten years of progressively responsible experience in international economics/law or development economics with a focus on trade theory, investment theory, and trade and investment facilitation and promotion acquired in a national and/or international administration,

universities or research institutions is required. Research and analysis in the above fields as demonstrated through authored publications is required. Experience in the administration and implementation of international projects in the field of trade or investment is also desirable. Experience in organizing meetings and drafting reports is required. Work experience at the international level or in ASEAN is highly desirable.

Languages: Fluency in both English and Japanese with excellent drafting ability required. Proof of proficiency (e.g. TOEFL-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: Within delegated authority, the incumbent will be responsible for the following duties:

- Conducts in-depth analytical research on major and emerging issues, including economic, social, political and cultural ones, and their impact on sustainable development in ASEAN and the relationships between ASEAN and Japan.
- Contributes to understanding and promoting the diplomatic initiatives between ASEAN and Japan by providing a forum for consensus building for issues related to initiatives and agreements concluded by ASEAN and Japan, and provides ideas, concepts, and inputs to forging new initiatives and programmes between the two regions.
- Undertakes systematic collection and analysis on information related to ASEAN integration at the aggregate and enterprise levels and relevant regional and national policies, maintains various databases on trade, investment and tourism and provides analysis and reports on the latest policy developments.
- Undertakes analysis and studies on legislation and regulations, agreements and policy issues related to ASEAN integration and their impact on national development in member states.
- Assists the Head of Cluster in preparation of the annual cluster's work program in consultation with other Clusters, budget of RPA-related program and activities, and the annual report including project evaluation in accordance with the Centre's performance evaluation framework;
- Prepares the documents for, participates in and drafts the relevant part of the summary record of the Executive Board and the Council meetings of the Centre;
- Participates in cross-sectional activities and closely cooperates with other staff members of the Centre in carrying out analytical and capacity building activities; and

- Represents the Centre in international, regional or national meetings and provides programmatic/substantive expertise on research and policy analysis, and holds programmatic/substantive and organizational discussions with representatives of other institutions.

Other qualifications: Ability to apply research and policy analysis theories and concepts to promote ASEAN's trade and investment for sustainable development. Proven ability to undertake quality research as demonstrated through their publication record. Speaks and writes clearly and effectively. Ability to work collaboratively with colleagues to achieve organizational goals in an international environment. Takes ownership of all responsibilities and honours commitments. Provide leadership and serve as a role model.

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
1F, Shin Onarimon Bldg., 6-17-19 Shimbashi, Minato-ku, Tokyo 105-0004 JAPAN
Phone: 03-5402-8308 (Staff in charge: (Ms.) Kuwasaki)

E-mail: saiyoweb@asean.or.jp

Deadline for application: 15 January 2020

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 on the basis of the information submitted. Applications cannot be amended following submission.

Assessment: Evaluation of qualified candidates includes an assessment of written test which will be followed by, or taking place at the same time as, 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 the 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.