



**ASEAN Institute for
Peace and Reconciliation**

**THE ASEAN INSTITUTE FOR PEACE AND RECONCILIATION (ASEAN-IPR)
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WHO ARE CURRENTLY RESIDING AND RECRUITED IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY**

OFFICER – ASEAN INSTITUTE FOR PEACE AND RECONCILIATION (ASEAN-IPR)

<p>Background</p>	<p>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. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during the 27th Summit in November 2015, calling the ASEAN Community to work towards building a community that is politically cohesive, economically integrated and socially responsible.</p> <p>The ASEAN Institute for Peace and Reconciliation (ASEAN-IPR) was officially launched by the ASEAN Leaders at the 21st ASEAN Summit in Phnom Penh, Cambodia. It is mandated to be an ASEAN institution for research activities on peace, conflict management and conflict resolution; and functions to undertake research activities, conduct capacity building, put together a pool of expertise in support of ASEAN Bodies, and carry out networking and dissemination of information.</p> <p>As an entity associated with ASEAN under Article 16 of the ASEAN Charter, the Institute would operate in accordance with the ASEAN Charter, and guided by the principles of Treaty of Amity and Cooperation in Southeast Asia (TAC).</p> <p>ASEAN-IPR is inviting qualified Indonesian Citizens or ASEAN Nationals currently residing and recruited in Indonesia to apply for Officer to be based in Jakarta.</p>
<p>Duties & Responsibilities</p>	<ol style="list-style-type: none"> 1. Provide technical & administrative support with respect to implementation of programmes and projects of the Institute <ol style="list-style-type: none"> a. Assist in formulating, appraising and implementing programmes/projects b. Ensure project proposals submitted are aligned with ASEAN and ASEAN-IPR documents and procedures 2. Provide technical & administrative support to the Executive Director, in managing activities of the Institute, as well as day-to-day operations of the ASEAN-IPR Secretariat

	<ol style="list-style-type: none"> a. Assist in the development and implementation of the Institute's short and long-term work plan in accordance with the TOR of the Institute, as well as the guidelines and procedures established for the Institute by the Governing Council b. Assist the Executive Director in administrative and operational matters of the Institute c. Assist in the development and implementation of public communication strategy for the institute d. Assist in communicating and coordinating with Focal Points of Member States, Dialogue Partners, and other relevant stakeholders under the above-described purview <p>3. Provide technical & administrative support to the Governing Council & Advisory Board of ASEAN-IPR, with respect to Meetings</p> <ol style="list-style-type: none"> a. Compile and/or provide relevant documents such a briefing-notes, talking points, presentation and other reference documents for Meetings b. Assist in the rapporteur work in the Meetings c. Assist with the coordination of the preparation, service and follow-up actions and decisions of Meetings d. Assist in facilitating communication and coordination with and among relevant internal and external parties <p>4. Assist in the maintenance of database of the Institute, and to ensure such database is up to date</p> <p>5. Assist in any other work as tasked by the Executive Director</p>
Qualifications & Experiences	<ul style="list-style-type: none"> • National of an ASEAN Member State • Bachelor's or Master's degree in International Relations, Political Science, Public Policy and Administration, International Development or an appropriate related field of discipline – a background on Peace & Conflict Studies would be preferable • Minimum three (3) years of relevant work experience in ASEAN, ASEAN processes and/or international relations, is preferable • English proficiency and computer literacy are pre-requisites for this position • Good interpersonal communication skills • Demonstrated ability to develop, implement, monitor and review policy procedures • Demonstrated commitment to collaborative work practices in multi-cultural environment • Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel

Remuneration & Benefits	An attractive remuneration package will be offered. Upon completion of the three-month probationary period, the candidate will be confirmed for the position.
How to Apply	<p>You may apply by sending your application to secretariat@asean-aipr.org and aipr.secretariat@gmail.com with the following documents:</p> <ol style="list-style-type: none"> 1) Completed ASEAN-IPR Application Form, which can be downloaded at https://asean-aipr.org/resources-category/documents; 2) Cover letter, highlighting your suitability and potential contribution to the position; 3) Detailed Curriculum Vitae (CV); and, 4) Certified true copies of educational certificates. <p>Please ensure that the total size of your email including attachments is no more than 5 MB.</p> <p>Please indicate on the subject heading: Application for Officer of ASEAN-IPR (October 2020)</p> <p>Application documents should be received by 30 October 2020. The Selection Committee's decision is final and only shortlisted candidates will be notified.</p> <p><u>Incomplete applications will not be considered.</u></p>
