



Forging and Fostering Peace
**ASEAN Institute for
 Peace and Reconciliation**

**THE ASEAN INSTITUTE FOR PEACE & RECONCILIATION (ASEAN-IPR)
 INVITES ASEAN NATIONALS TO APPLY
 FOR THE FOLLOWING VACANCY**

EXECUTIVE DIRECTOR

VACANCY ANNOUNCEMENT FOR EXECUTIVE DIRECTOR OF ASEAN-IPR	
BACKGROUND	The ASEAN Institute for Peace and Reconciliation (ASEAN-IPR) based in Jakarta, Indonesia is seeking candidates for the position of Executive Director to lead the Institution in pursuit of its mandate as ASEAN's research institution for the promotion of peace, conflict management and conflict resolution as requested by ASEAN Member States. The Institute is further tasked to undertake research activities; conduct capacity building; pool expertise in support of ASEAN bodies; strengthen networking among relevant stakeholders; and disseminate information to stakeholders. The Institute was officially launched by the ASEAN Leaders on 18 November 2012, in Phnom Penh. As an entity associated with ASEAN under Article 16 of the ASEAN Charter, the Institute would operate in accordance with the ASEAN Charter and be guided by the principles of the Treaty of Amity and Cooperation in Southeast Asia. ASEAN-IPR is inviting all ASEAN Nationals to apply for the position of Executive Director (ED) to be based in Jakarta.
DUTIES & RESPONSIBILITIES	1. Represent the Institute in all administrative and operational matters, manage the activities of the Institute and perform such other functions as may be assigned from time to time by the Governing Council (GC); 2. Provide vision, leadership and guidance to the Institute, the ASEAN-IPR Secretariat and its staff; 3. Have the authority to appoint professional, secretarial, and administrative staff in accordance with the Institute's objectives; 4. Be responsible for the day-to-day operations of the Institute, including overseeing the Institute's programmes and activities

	and managing all administrative and operational matters of the Institute; (including, among others – policies, budget and); 5. Promote the Institute's role in building and promoting the culture of peace in the region; 6. Synergize the development of research activities on peace, conflict management and conflict resolution in ASEAN and beyond; 7. Build good relations with governments, civil society, academia, the business sector as well as other relevant external stakeholders that have the capacity to support the Institute's objectives; 8. Be responsible for the development and implementation of the Institute's short and long-term work plan in accordance with the TOR of the Institute, ASEAN Community Vision 2045, ASEAN Political-Security Community Strategic Plan, ASEAN-IPR Staff Regulations (ASR), Financial Rules & Procedures (FRP), as well as other guidelines and procedures as established by the GC; 9. Mobilise resources for the Institute's activities, both for the Secretariat and ASEAN Member States, in accordance with the TOR of the Institute, ASEAN-IPR ASR, FRP, as well as other guidelines and procedures as established by the GC; 10. Manage the ASEAN Women for Peace Registry (AWPR) 11. Report to the GC of the ASEAN Institute for Peace and Reconciliation, including ensuring timely and quality reporting on activities conducted by the ASEAN-IPR Secretariat; and 12. Submit regular reports on the work of the Institute through the relevant senior officials to the ASEAN Political-Security Community Council (APSC Council), as stipulated in the Institute's TOR.
QUALIFICATIONS & EXPERIENCES	1. National of an ASEAN Member State; 2. Advanced degree, preferably in International Relations, Public Administration, Public Policy, Management, Law, or professional qualifications in an appropriate discipline; 3. Minimum 15 years of professional experience with a proven track record, at least 5 years of which have been at a managing or a senior position in government, non-governmental, inter-governmental, and/or international organization(s), or other public and/or private institute(s); 4. Proven skills in leadership, administration, executive management and planning; 5. Experience in dealing with peace processes, peace building and reconciliation, as well as with a wide spectrum of organisational

	and corporate management practices, including experience in fund-raising, financial management, and program and project management; 6. Have the necessary and relevant background and understanding in international and regional issues, and diplomatic practices. Good command and knowledge of ASEAN practices as well as respect towards ASEAN ideals; 7. Good interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings; 8. Committed to consultative and collaborative approaches and work practices; 9. Have the necessary skills to develop and cultivate good working relationships with governments of ASEAN Member States and its partners, relevant international and regional bodies as well as with various public and private sectors, such as foundations, civil society organisations and other stakeholders; 10. Excellent command of both written and spoken English as well as basic computer skills; and 11. In good health, as certified by a General Health Certificate.
REMUNERATION & BENEFITS	The successful candidate will receive an attractive lump sum package (consisting of monthly basic salary, housing allowance, electricity allowance, medical allowance and insurance as well as 17.5 % gratuity) of <i>USD 10,535 per month</i>¹. In accordance with its Terms of Reference (TOR), the Executive Director of the Institute shall be appointed by the GC of the Institute through open recruitment for a non-renewable term of three years. The post will be based in Jakarta, Indonesia, starting on <u>1 November 2026</u>.
HOW TO APPLY	Interested applicants may send applications to SECRETARIAT@asean-aipr.org with the following documents: 1) Completed ASEAN-IPR Application Form, which can be downloaded at https://asean-aipr.org/resources-category/documents; 2) Cover letter, highlighting suitability and potential contribution to the position; 3) Detailed Curriculum Vitae (CV); and, 4) Certified true copies of educational certificates; with 5) Recent coloured photograph.

¹ This does not include education benefit. Where applicable, education benefit will be provided for up to two dependent children below 21 years of age.

The total size of the email, including attachments, should not exceed 10 MB. The subject heading should be indicated as “**Application for Executive Director of ASEAN-IPR.**”

Application documents should be received no later than **Sunday, 12 April 2026**. The Selection Committee's decision is final, and only shortlisted candidates will be notified.

Incomplete applications will not be considered.

Shortlisted candidates shall be requested to submit a written statement in English on peace, conflict management and conflict resolution, vision, mission, work plan and timeline as well as fund-raising strategy for the Institute, in 400-800 words.
