



Forging and Fostering Peace
**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/OR WITH WORK PERMIT TO WORK IN
INDONESIA TO APPLY FOR THE FOLLOWING VACANCY:**

**PROJECT OFFICER – ASEAN WOMEN, PEACE AND SECURITY (WPS)
COMMUNITY OF PRACTICE (COP)**

BACKGROUND

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 an ASEAN 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.

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, pooling expertise in support of ASEAN Bodies, being a knowledge hub through networking with like-minded institutions and dissemination of information.

As an entity associated with ASEAN under Article 16 of the ASEAN Charter, the Institute would operate in accordance with its Terms of Reference (TOR), guided by the ASEAN Charter, principles of the Treaty of Amity and Cooperation in Southeast Asia (TAC) 1976, and the ASEAN Political-Security Community (APSC) Blueprint 2025. As ASEAN’s research and capacity building institution on peace and conflict resolution, ASEAN-IPR also undertakes additional activities to disseminate best practices, lessons learned and relevant information to ASEAN Member States (AMS). In addition, ASEAN-

	<p>IPR serves as a knowledge hub by building linkages/networks with relevant institutions and organisations in the AMS, as well as other regions.</p> <p>As a member of the ASEAN WPS Advisory Group, ASEAN-IPR leads the implementation of the ASEAN Regional Plan of Action on Women Peace and Security (ASEAN RPA WPS) along with representatives of seven (7) additional sectoral bodies and institutions across the three community pillars. The ASEAN RPA WPS emphasizes the need to establish a regional WPS community of practice (CoP) to identify and share good practices and lessons learned across pillars, enabling multistakeholder partnerships and governance for policy success. This CoP should bring together diverse stakeholders, including government officials, the security sector, academic experts, and CSOs, to collaborate on successful RPA WPS implementation.</p> <p>In this regard, the ASEAN-IPR is inviting qualified Indonesian citizen or ASEAN Nationals currently residing and recruited in Indonesia to apply for the position of Project Officer for ASEAN WPS CoP to be based in Jakarta.</p> <p>The Project Officer will be involved in supporting the work of the ASEAN-IPR, the ASEAN WPS Advisory Group and UN Women, in the efforts towards the establishment of the ASEAN WPS CoP and the related initiatives.</p>
<p>DUTIES & RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Support the efforts towards the establishment and operationalisation of a Community of Practice (CoP) on WPS in ASEAN as specified in the ASEAN RPA WPS, in coordination with UN Women and the ASEAN Secretariat. 2. Prepare, implement and report the organisation of discussions, workshops, seminars, and webinars on WPS topics. This includes: <ol style="list-style-type: none"> a. Prepare the terms of reference/concept note of each activity/initiative. b. Note-taking during meetings and/or activities related to the project. c. Assist in scheduling, setting up and operating virtual meeting platforms, such as Zoom, Microsoft Teams, Google Meet, Webex, BlueJeans, etc. d. Conduct regular reminder, tracking of project progress and anticipate for possible issues in the implementation of the project. 3. Provide inputs to the ASEAN Secretariat for the yearly report on the implementation of the RPA WPS

	<p>4. Assist in daily operations of the ASEAN-IPR Secretariat, and perform any other work as tasked by the Executive Director and/or the Supervising Officer.</p>
<p>QUALIFICATIONS & EXPERIENCES</p>	<ul style="list-style-type: none"> • National of an ASEAN Member State • Bachelor’s degree, or in final year/months to acquire degree in International Relations, Political Science, International Law, Public Policy, International Development, or an appropriate related field of discipline – a background on Gender, or Women’s Rights, or Peace & Conflict Studies would be preferable. • Minimum three (3) year of relevant work experience in ASEAN, ASEAN processes and/or regional/international organisations, international relations, is preferable. Fresh graduates and recent Masters degree graduate are welcome to apply. • Excellent command of written and oral communication skills in English and computer literacy are pre-requisites for this position. • Possess team spirit, good creative mind and eye, resourceful, able to take initiative, have enthusiasm to learn and detail-oriented. • Possess ability to adapt to new environments and to work with individuals from multi-cultural backgrounds. • Willing to possibly work irregular hours. • Ability to plan and organise work, willingness to perform tasks outside the usual job scope, and have willingness and ability to travel.
<p>REMUNERATION & BENEFITS</p>	<p>This position is a temporary employment contract, project-based contract position, with monthly honorarium of USD 1.500.00, for the minimum duration of one year. Extension of contract is subject to budget availability. There will be no reallocation cost provided.</p>
<p>HOW TO APPLY</p>	<p>You may apply by sending your application to recruitment@asean-aipr.org together with (i) a detailed CV; (ii) cover letter; (iii) certified true copies of educational certificates obtained (<u>or</u> certified copies of applicant’s latest academic transcript); and, (iv) completed ASEAN-IPR Application Form, which can be downloaded at https://asean-aipr.org/resources-category/opportunities-vacancies/</p> <p>Please ensure that the total size of your email including attachments is <u>no more than 10 MB</u>.</p>

	<p>Please indicate on the subject heading: Application for Project Officer – ASEAN WPS COMMUNITY OF PRACTICE</p> <p>Application documents should be received by <u>Wednesday, 6 November 2024 at 23.59 hours Jakarta/Bangkok time (GMT+7)</u>. The Selection Committee’s decision is final and only shortlisted candidates will be notified for an interview.</p> <p>Selected candidate will be notified via email and expected to be onboard according to the agreed starting date.</p> <p><u>It is not recommended to send a blank email that only attaches a Google drive link. Incomplete applications will not be considered.</u></p>
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**COMMUNICATIONS OFFICER –
ASEAN WOMEN, PEACE AND SECURITY (WPS) COMMUNITY OF PRACTICE
(COP)**

<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 an ASEAN 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, pooling expertise in support of ASEAN Bodies, being a knowledge hub through networking with like-minded institutions 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 its Terms of Reference (TOR), guided by the ASEAN Charter, principles of the</p>
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	<p>Treaty of Amity and Cooperation in Southeast Asia (TAC) 1976, and the ASEAN Political-Security Community (APSC) Blueprint 2025. As ASEAN’s research and capacity building institution on peace and conflict resolution, ASEAN-IPR also undertakes additional activities to disseminate best practices, lessons learned and relevant information to ASEAN Member States (AMS). In addition, ASEAN-IPR serves as a knowledge hub by building linkages/networks with relevant institutions and organisations in the AMS, as well as other regions.</p> <p>As a member of the ASEAN WPS Advisory Group, ASEAN-IPR leads the implementation of the ASEAN Regional Plan of Action on Women Peace and Security (ASEAN RPA WPS) along with representatives of seven (7) additional sectoral bodies and institutions across the three community pillars. The ASEAN RPA WPS emphasizes the need to establish a regional WPS community of practice (CoP) to identify and share good practices and lessons learned across pillars, enabling multistakeholder partnerships and governance for policy success. This CoP should bring together diverse stakeholders, including government officials, the security sector, academic experts, and CSOs, to collaborate on successful RPA WPS implementation.</p> <p>In this regard, the ASEAN-IPR is inviting qualified Indonesian citizen or ASEAN Nationals currently residing and recruited in Indonesia to apply for the position of Communications Officer for ASEAN WPS CoP to be based in Jakarta.</p> <p>The Communications Officer will be involved in supporting the work of the ASEAN-IPR, the ASEAN WPS Advisory Group and UN Women, particularly in ensuring visibility materials are produced and widely distributed to all stakeholders to increase the reach of WPS related initiatives under the RPA WPS implementation and the efforts towards establishing a WPS CoP.</p>
<p>DUTIES & RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Support advocacy and awareness-raising campaigns on Women, Peace and Security (WPS) Agenda, including the work of the WPS Advisory Group, initiatives related to the establishment of the WPS CoP and other WPS Agenda related activities. 2. Initiate, manage implementation and report on financial assistance provided to media practitioners to raise awareness on YPS/WPS agendas.

	<p>3. Support creation of content for ASEAN WPS Social Media Platforms and Website, under the supervision of UN Women and ASEAN Secretariat</p> <p>4. Provide technical & administrative support to other related projects undertaken by the Institute.</p> <p>e. Assist in implementing, monitoring and evaluating the running of the Programme to ensure maximum visibility of the programme and the donor’s support.</p> <p>f. Note-taking and documentation during meetings and/or activities related to the project.</p> <p>g. Assist in scheduling, setting up and operating virtual meeting platforms, such as Zoom, Microsoft Teams, Google Meet, Webex, BlueJeans, etc.</p> <p>h. Liaise with and provide recommendations to the vendor on the best and most relevant visual design style and materials suitable for the project.</p> <p>5. Provide technical & administrative support to other related projects and/or work undertaken by the Institute.</p> <p>6. Assist in daily operations of the ASEAN-IPR Secretariat, and perform any other work as tasked by the Executive Director and/or the Supervising Officer.</p>
<p>QUALIFICATIONS & EXPERIENCES</p>	<ul style="list-style-type: none"> • National of an ASEAN Member State • Bachelor’s degree, or in final year/months to acquire degree in International Relations, Political Science, Public Policy, International Development, Visual Communication Design, or an appropriate related field of discipline – a background on Peace & Conflict Studies would be preferable. • Minimum three (3) year of relevant work experience in ASEAN, ASEAN processes and/or regional/international organisations, international relations, is preferable. • Excellent command of written and oral communication skills in English and computer literacy are pre-requisites for this position. • Experienced or advance knowledge, experience and skills on graphic design, video editing, photography, and content creation – including Adobe, Canva as well as all of the main social media platforms (e.g., Facebook, Instagram, LinkedIn, YouTube, TikTok, etc.).

	<ul style="list-style-type: none"> • Possess team spirit, good creative mind and eye, resourceful, able to take initiative, have enthusiasm to learn and detail-oriented. • Possess ability to adapt to new environments and to work with individuals from multi-cultural backgrounds. • Willing to possibly work irregular hours. • Ability to plan and organise work, willingness to perform tasks outside the usual job scope, and have willingness and ability to travel.
REMUNERATION & BENEFITS	<p>This position is a temporary employment contract, project-based contract position, with monthly honorarium of USD 1.500.00, for the minimum duration of one year. Extension of contract is subject to budget availability. There will be no reallocation cost provided.</p>
HOW TO APPLY	<p>You may apply by sending your application to recruitment@asean-aipr.org highlighting your suitability and potential contribution to the position together with (i) a detailed CV; (ii) cover letter; (iii) certified true copies of educational certificates obtained (<u>or</u> certified copies of applicant's latest academic transcript); (iv) a portfolio of the applicant's graphic design and/or video editing work; and, (v) completed ASEAN-IPR Application Form, which can be downloaded at https://asean-aipr.org/resources-category/opportunities-vacancies/</p> <p>Please ensure that the total size of your email including attachments is no more than 10 MB.</p> <p>Please indicate on the subject heading: Application for Communications Officer – ASEAN WPS COMMUNITY OF PRACTICE</p> <p>Application documents should be received by <u>Wednesday, 6 November 2024 at 23.59 hours Jakarta/Bangkok time (GMT+7)</u>. The Selection Committee's decision is final and only shortlisted candidates will be notified for an interview.</p> <p>Selected candidate will be notified via email and expected to be onboard according to the agreed starting date.</p> <p><u>It is not recommended to send a blank email that only attaches a Google drive link. Incomplete applications will not be considered.</u></p>
