



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:**

**FINANCE 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 Finance Officer for ASEAN WPS CoP to be based in Jakarta.</p> <p>The Finance 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>	<ul style="list-style-type: none"> a. Provide financial & administrative support with respect to the implementation of ASEAN Women Peace Security community of practice (CoP) b. Implements the office accounting and financial control systems under ASEAN-IPR financial regulations and procedures. Ensure that all project-related transactions are conducted, processed, and recorded as stipulated by the system and ensure the expenses are reasonable, allowable, and allocable. a. Assist in preparing financial reports for submission to donor(s) ensuring they are completed within the timeline set in the donor agreements and meet high standards of quality and accuracy. The Finance Officer collaborates closely with the projects staff, the Operations team, and the Person in Charge (PIC) from UN Women to ensure consistent and reliable service delivery. Maintain and update accurate books and records to clearly reflect the transactions corresponding to each expenditure line item reported in the financial

	<p>reports (FACE Forms) submitted to UN Women</p> <ol style="list-style-type: none"> b. Assist in ensuring alignment and consistency between financial and narrative reports submitted to UN Women. c. Assist in developing detailed inventory reports of the Property purchased, archive purchase orders, contracts, and other procurement-related files. d. Undertake all logistical, administrative and financial arrangements for organization for meetings, workshops, events, and missions; e. Prepare information for potential audits and support implementation of audit recommendations f. Assist in travel arrangement, and other administrative tasks related to the project. g. Provide financial & administrative support to other projects undertaken by the Institute. h. Processing and preparing financial statements i. Perform any other task related to the financial aspects of the project j. Consult with the Finance/Admin officer regularly about the conduct of the assigned task. Keep the Finance/Admin officer and Executive Director informed about all the finance and subgrant matters and provide advice on important matters. k. Perform any other work as tasked by the Executive Director and/or the Supervising Officer.
<p>QUALIFICATIONS & EXPERIENCES</p>	<ul style="list-style-type: none"> • National of an ASEAN Member State • Bachelor's degree in Accounting, Business Administration, or a related field • Minimum of two (2) years of relevant work experience in handling accounting and finance management. • Good written and oral communication skills in English and computer software skills, including advanced Excel and other accounting packages. • Possess team spirit, resourceful, able to take initiative, have the enthusiasm to learn, and detail-oriented. • Possess the 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 or outside of working hours, and willingness and ability to travel.

<p>REMUNERATION & BENEFITS</p>	<p>This position is a temporary employment contract, project-based contract position, with a monthly honorarium of USD 750.00, for the initial nine-month duration of the project. 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 (or 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 Finance Officer – ASEAN WPS COMMUNITY OF PRACTICE</p> <p>Application documents should be received by <u>Saturday, 14 December 2024 at 17.00 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>