

TERMS OF REFERENCE

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

INTERN: PROJECT MANAGEMENT

BACKGROUND

The ASEAN Institute for Peace and Reconciliation (ASEAN-IPR) was officially launched by the ASEAN Leaders in November 2012, during the 21st ASEAN Summit in Phnom Penh, Cambodia. It was established to be an ASEAN institution mandated for research activities on peace, conflict management and conflict resolution. ASEAN-IPR is listed in Annex 2 of the ASEAN Charter, as an “Entity Associated with ASEAN”, under the category of ‘Think Tanks and Academic Institutions’.

In pursuit of its mandate, the Institute functions to undertake the following activities: (i) research; (ii) build capacity and knowledge amongst stakeholders; (iii) pool expertise and support for ASEAN Bodies; (iv) network and collaborate with relevant institutions and organisations on issues of common concern; and, (v) disseminate information on best practices, lessons learned, as well as promote awareness on the work of the Institute.

For the past three years, the ASEAN-IPR Secretariat has operationalized under the Executive Director and built a strong foundation to support the work and activities of the Institute, in pursuit of its mandate. With a vision as ASEAN’s knowledge hub and centre of excellence in building capacity on conflict resolution and reconciliation, the ASEAN-IPR has many activities in the pipeline.

In conjunction with the above, the ASEAN-IPR Secretariat opens the opportunity and invites fresh graduates or graduate candidates in their final years of studies as an Intern to support the work of the Institute. The Interns shall work within the ASEAN-IPR Secretariat for a minimum of 3-month time, with 2-3 allocated spaces per Quarter of the year.

Specifically, the ASEAN-IPR invites ASEAN Nationals currently residing and recruited in Indonesia to be an Intern in support of the Secretariat’s **Project Management**, working under the Project Management Officer.

The internship shall provide an opportunity to gain experience working in an ASEAN entity and provide the Intern with the opportunity to learn about ASEAN affairs – namely the work of the ASEAN-IPR as part of the ASEAN community-building process. The Intern would be able to gain knowledge about the work environment, and work ethics as well as skills in planning, management, coordination and administration skills.

DUTIES & RESPONSIBILITIES

- Support the work of the Project Management Officer in general
- Assist in brainstorming and idea planning for current and future programmes
- Assist in the development of various concept notes and/or terms of reference of projects/programmes
- Participate in and prepare input for preparing proposals for funding consideration including budget preparation
- Assist in the preparation of progress reports, as well as reports on implementation of activities
- Assist in the coordination between Project Proponents, Donors and the ASEAN Secretariat
- Assist in other project implementation including – among others – logistical arrangements and organisational coordination
- Assist in preparing substantive reports and written contributions for various purposes (e.g. including inputs for donor reports, speeches, social media contents, etc.)
- Occasional research to assist in the formulation of presentations, briefing notes, talking points
- Occasional note-taking during meetings and/or activities of the Institute
- Assist in creating requested PowerPoint Presentation (PPT) materials
- Undertake other tasks and activities as requested

QUALIFICATIONS AND SKILLS

- Undergraduate study in any major, with priorities given to those majoring in International Relations, Political Science, Public Policy and Administration, International development (or appropriate related field)
- Good written and oral communication skills in English
- Good analytical skills and have basic knowledge and understanding about ASEAN (socio-economic, people, culture, innovation & technology)
- Ability to plan and organise work
- Resourcefulness, initiative, enthusiasm and detail-oriented
- Possess ability to adapt to new environments and to work with individuals from multi-cultural backgrounds
- Team Spirit, ability to multi-task and possibly work irregular hours
- Possess reliable knowledge and skills on using Microsoft Office software
- Tech-savvy with knowledge of social networking tools and virtual platforms
- Basic skills in video editing, event management, and coordination would be a plus

REMUNERATION

- The internship is voluntary and unpaid.
- The selected intern will be given a certificate signed by the Executive Director on successful completion of internship.

HOW TO APPLY

You may apply by sending your application to secretariat@asean-aipr.org and aipr.secretariat@gmail.com with the following documents:

- 1) Cover letter, highlighting motivation and interest for the position, as well as your suitability and potential contribution;
- 2) Detailed curriculum vitae (CV);
- 3) Certified true copies of educational certificates, or university's letter of recommendation

Please ensure that the total size of your email, including attachments is no more than 5 MB.

Please indicate on the subject heading: “**Application for ASEAN-IPR Intern: Project Management – [Your Name]**”. Application documents should be received by Friday, 4 December 2020.

Incomplete applications will not be considered.
