



## **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: SECRETARIAT OPERATIONS**

#### **BACKGROUND**

The ASEAN Institute for Peace and Reconciliation (ASEAN-IPR) was officially launched by the ASEAN Leaders in November 2012, during the 21<sup>st</sup> 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 **Operations**, working under the Finance & Administration 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.

### **TASKS OF THE INTERN**

- Assist in preparation of financial documents for payment processing through the ASEAN-IPR Secretariat Finance System
- Follow up of expenses and filing
- Support as well as follow up on project funding with partners
- Assisting to archive documents related to staff attendance
- Archive purchase orders, contracts and other procurement related files
- Collect, search and compile potential suppliers list
- Provide logistic support for events, mission and conference
- Assist in the preparation of progress reports, as well as reports on implementation of activities
- Assist in travel arrangement
- Assist in the technical preparations and set-up for the Executive Director and/or ASEAN-IPR Secretariat's participation in virtual events/activities
- Assist in managing the organisation's filing system
- Assist in creating requested PowerPoint Presentation (PPT) materials
- Assist to answer phone and guide calls to the relevant staff
- Ensure external people are welcomed in the office
- Undertake other tasks and administration activities as requested

### **QUALIFICATIONS AND SKILLS**

- Undergraduate study in an accounting or business administration field
- Good written and oral communication skills in English
- 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
- Very good computer skills including knowledge and experience in all Microsoft Office software (PowerPoint, Word, Excel, Outlook, etc.)
- 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

### **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](mailto:secretariat@asean-aipr.org) and [aipr.secretariat@gmail.com](mailto: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: Secretariat Operations – [Your Name]**”. Application documents should be received by Friday, 17 December 2021.

**Incomplete applications will not be considered.**