



Forging and Fostering Peace

**ASEAN Institute for
Peace and Reconciliation**

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: FINANCE/ADMIN

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 four 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 finance/admin, working under the Finance and Admin 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

- Engaging with vendors/suppliers
- Tracking department budget and submitting requisitions for additional funding as needed
- Perform general administrative duties such as data entry, organisation of files, documents and other coordination duties as directed by supervisor
- Occasional note-taking during meetings and/or activities of the Institute, and possible preparation of first draft minutes of meeting
- Assist in the technical preparations and set-up for the Executive Director and/or ASEAN-IPR Secretariat's participation in virtual events/activities
- Making travel arrangements – including (but not limited to) – booking flights, assisting visa applications, arranging accommodations and transportation
- Undertake other tasks and activities as requested

QUALIFICATIONS AND SKILLS

- Undergraduate study in any major, with priorities given to those majoring in Finance, and Business Administration (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)
- 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

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.

APPLICATION PROCESS

- Interested candidates should submit their application to secretariat@asean-aipr.org and aipr.secretariat@gmail.com, which **must include** 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: Finance/Admin – [Your Name]**”. Application documents should be received by **Friday, 2 December 2022, 1700 hours Jakarta time.**
- ***Please do not send blank email or Google Docs link only. Incomplete applications will not be considered.***
- Interviews will be conducted in late December 2022. Only shortlisted candidates will be notified to sit for a virtual interview. Schedule of interview will be notified via email.
- Selected candidate for the internship programme will be notified via email and expected to be onboard according to the agreed starting date.
