



## **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 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 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 regards to 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 **Finance/Admin**, working under the Finance & Admin Officer. The selected candidate(s) will be joining the ASEAN-IPR Secretariat for the duration of **July 2022 – September 2022**. The internship will mostly be **offline/in-person**, work arrangements (whether online/offline) shall be adjusted accordingly.

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
- Assist in the posting of daily journal entries
- Help with preparation of the periodical financial reports
- Help in the reconciliation of account receivables and payables, banks, bill payments or inventories
- Help with the forecasting and budgeting to manage expenses
- Follow up of expenses and filing
- Support as well as follow up on project funding with partners
- Help in arranging meetings and presentations, including writing the minute of the meeting
- Undertake other tasks and administration activities as requested
- Ensure external people are welcomed in the office

### **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: Finance/Admin – [Your Name]”**. **Application documents should be received by Sunday, 26 June 2022**.

**Incomplete applications will not be considered.**

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