



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: 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 six 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.

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 selected candidate will be joining the ASEAN-IPR Secretariat for the duration of Q1 (January – March) and/or Q2 (April – June) 2023. The Interns shall work within the ASEAN-IPR Secretariat for a minimum of 3-month time, with up

to 2 allocated spaces per Quarter of the year. Depending on the candidate's potential and availability, the internship may be offered for the duration of up to six months.

The internship will mostly be **offline/in-person**. Subject to the development relating to the COVID-19 pandemic, the selected candidate may have to work from home (online/virtual) if conditions worsen.

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.
- Assist in the preparation of progress reports, as well as reports on implementation of activities.
- 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.
- Note-taking during meetings and/or activities of the Institute.
- Assist in creating requested PowerPoint Presentation (PPT) materials.
- Assist in scheduling, setting up and operating virtual meeting platforms, such as Zoom, Microsoft Teams, etc.
- 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, Law, Public Policy, 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.
- Possess team spirit, resourceful, able to take initiative, have enthusiasm to learn and detail-oriented.

- Possess ability to adapt to new environments and to work with individuals from multi-cultural backgrounds and respect for discretion/confidentiality of the work of the Institute.
- 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.

APPLICATION PROCESS

- Interested candidates should submit their application which **must include** your CV, cover letter and copies of your education certificate(s) (or recommendation letter from your University) via email to admin@asean-aipr.org, copy to intern.projects.aipr@gmail.com, no later than **Friday, 2 December 2022, 17:00 PM Jakarta time** with the email subject line: **Application for PM Intern – [YOUR NAME]**. Please do not send blank email or Google Docs link.
- Interviews will be conducted in late December 2022. Only shortlisted candidates will be notified to sit for a virtual interview. Schedule of interview to 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.
