



**THE ASEAN INSTITUTE FOR PEACE & RECONCILIATION (ASEAN-IPR)
INVITES ASEAN NATIONALS TO APPLY
FOR THE FOLLOWING VACANCY**

EXECUTIVE DIRECTOR

Background:

The ASEAN Institute for Peace and Reconciliation (ASEAN-IPR) based in Jakarta, Indonesia is seeking for an Executive Director to lead the Institute's efforts as ASEAN's research institution for the promotion of peace, conflict management and conflict resolution as requested by ASEAN Member States.

The Institute is further tasked to undertake research activities; conduct capacity building; pooling expertise in support of ASEAN bodies; carry out networking among relevant stakeholders; and disseminate information to stakeholders.

The Institute was officially launched by the ASEAN Leaders on 18 November 2012, in Phnom Penh. As an entity associated with ASEAN under Article 16 of the ASEAN Charter, the Institute would operate in accordance with the ASEAN Charter and be guided by the principles of the Treaty of Amity and Cooperation in Southeast Asia.

Duties and Responsibilities:

1. Represent the Institute in all administrative and operational matters, manage the activities of the Institute and perform such other functions as may be assigned from time to time by the Governing Council;
2. Provide vision, leadership and guidance to the Institute, the Secretariat and its staff;
3. Be responsible for the day-to-day operations of the Institute, including overseeing the Institute's programmes and activities;
4. Promote the Institute's role in building and promoting culture of peace in the region;
5. Work towards the development of research activities on peace, conflict management and conflict resolution in ASEAN and beyond;
6. Build good relationships with governments, civil society, academia the business sector as well as other relevant external stakeholders;
7. Be responsible for the development and implementation of the Institute's short and long-term work plan in accordance with the TOR of the Institute, APSC Blueprint 2025, ASEAN-IPR Staff Regulations (ASR), Financial Rules & Procedures (FRP), as well as other guidelines and procedures as established by the Governing Council;

8. Manage all administrative and operational matters of the Institute (including policies, budget and staffing);
9. Mobilise resources for the Institute's activities and its operations in accordance with the TOR of the Institute, ASEAN-IPR Staff Regulations (ASR), Financial Rules & Procedures (FRP), as well as other guidelines and procedures as established by the Governing Council (GC);
10. Be responsible in implementing the Institute's Communications Strategy and Work Plan;
11. Manage the ASEAN Women for Peace Registry (AWPR)
12. Reports to the Governing Council of the ASEAN Institute for Peace and Reconciliation; and
13. The Executive Director shall assist the ASEAN-IPR to make regular reports on the work of the Institute through the relevant senior officials to the ASEAN Political-Security Community Council (APSC Council).

Qualifications and experience:

1. National of an ASEAN Member State;
2. Advanced degree, preferably in International Relations, Public Administration, Public Policy, Management, Law, or professional qualifications in an appropriate discipline;
3. At least 10-15 years of professional experience with a proven track record, at least 5 years of which have been at a managing or a senior position in government, non-governmental, inter-governmental, and/or international organization(s), or other public and/or private institute(s);
4. Proven skills in leadership, administration, executive management and planning;
5. Experience in dealing with peace processes, peace building and reconciliation, as well as with a wide spectrum of organisational and corporate management practices, including experience in fund-raising, financial management, and program and project management;
6. Have the necessary and relevant background and understanding in international and regional issues, and diplomatic practices as well as knowledge of and commitment to ASEAN ideals;
7. Good interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings;
8. Committed to consultative and collaborative approaches and work practices;
9. Have the necessary skills to develop and cultivate good working relationships with governments of ASEAN Member States and its partners, relevant international and regional bodies as well as with various public and private sectors, such as foundations, civil society organisations and other stakeholders;
10. Excellent command of both written and spoken English as well as basic computer skills; and
11. In good health, as certified by a General Health Certificate.

Remuneration and Benefits:

The successful candidate will receive an attractive lump sum package (consisting of monthly basic salary, housing allowance, electricity allowance, medical allowance and insurance as well as 17.5 % gratuity) of *USD 10,535 per month*¹.

In accordance with its Terms of Reference (TOR), the Executive Director of the Institute shall be appointed by the Governing Council of the Institute through open recruitment for a non-renewable term of three years.

The post will be based in Jakarta, Indonesia, starting on **1 November 2023**.

How to apply:

Send your application: (i) highlighting your suitability and potential contribution to the position; together with (ii) a detailed CV, (iii) certified true copies of educational certificates, and a (iv) completed ASEAN-IPR Employment Application Form, attached with (v) a recent photograph to the following address and email address:

Post ED of ASEAN-IPR

ASEAN Institute for Peace and Reconciliation (ASEAN-IPR)
Jl. Sisingamangaraja No.73, Kebayoran Baru,
Jakarta Selatan Jakarta 12120, Indonesia

or

secretariat@asean-aipr.org

*** The shortlisted candidates will be requested to submit a written statement in English on peace, conflict management and conflict resolution, visions, work plan and timeline and fund-raising strategy for the Institute, in 400-800 words.*

Please indicate on the subject heading: **Application for Executive Director of ASEAN-IPR.**

Application documents should reach the ASEAN-IPR Secretariat by Sunday, 19 March 2023. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note: ASEAN-IPR Employment Form can be downloaded at: <https://asean-aipr.org/resources/asean-ipr-application-form/>

¹ This does not include education benefit. Where applicable, education benefit will be provided for up to two dependent children below 21 years of age.