



**THE ASEAN INSTITUTE FOR PEACE AND RECONCILIATION (ASEAN-IPR)
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS**

**WHO ARE CURRENTLY RESIDING AND RECRUITED IN INDONESIA TO APPLY
FOR THE FOLLOWING VACANCY:**

**COMMUNICATIONS ASSISTANT (CONTENT AND DESIGN) –
ASEAN-IPR TRAINING AND CAPACITY BUILDING PROGRAMME**

<p>BACKGROUND</p>	<p>The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership, and thereby contribute towards peace, progress and prosperity in the region. It was proclaimed an ASEAN Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during the 27th Summit in November 2015, calling the ASEAN Community to work towards building a community that is politically cohesive, economically integrated and socially responsible.</p> <p>The ASEAN Institute for Peace and Reconciliation (ASEAN-IPR) was officially launched by the ASEAN Leaders at the 21st ASEAN Summit in Phnom Penh, Cambodia. It is mandated to be an ASEAN institution for research activities on peace, conflict management and conflict resolution; and functions to undertake research activities, conduct capacity building, pooling expertise in support of ASEAN Bodies, being a knowledge hub through networking with like-minded institutions and dissemination of information.</p> <p>As an entity associated with ASEAN under Article 16 of the ASEAN Charter, the Institute would operate in accordance with its Terms of Reference (TOR), guided by the ASEAN Charter, principles of the Treaty of Amity and Cooperation in Southeast Asia (TAC) 1976, and the ASEAN Political-Security Community (APSC) Blueprint 2025. As ASEAN’s research and capacity building institution on peace and conflict resolution, ASEAN-IPR also undertakes additional activities to disseminate best practices, lessons learned and relevant information to ASEAN Member States (AMS). In addition, ASEAN-</p>
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	<p>IPR serves as a knowledge hub by building linkages/networks with relevant institutions and organisations in the AMS, as well as other regions.</p> <p>Therefore, ASEAN-IPR is carrying out a project entitled “ASEAN-IPR Regional Conference on Cybersecurity and The Role of Information Technology in Fostering Culture of Peace in ASEAN” – as follow up output from the Youth-Tech Training – The use of ICT as instruments of peace & tolerance (2021), to tackle significant cybersecurity issues while promoting the role of information technology in nurturing a culture of peace within the ASEAN. This initiative aims to create a platform for collaboration between experts, policymakers, and stakeholders to forge strategies that enhance cybersecurity and encourage regional peace and stability. The project is under the ASEAN-IPR Training and Capacity Building Programme, a multi-year programme supported by ASEAN-Korea Cooperation Fund (AKCF).</p> <p>In this regard, the ASEAN-IPR is inviting qualified Indonesian Citizens or ASEAN Nationals currently residing and recruited in Indonesia to apply for the position of Communications Assistant (Content and Design) to be based in Jakarta.</p> <p>The Communications Assistant will be involved in supporting the work of the ASEAN-IPR, namely to ensure the efficient implementation of the programme – specifically on communications and outreach efforts of the programme.</p>
<p>DUTIES & RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Support implementation of the ‘ASEAN-IPR Training and Capacity Building Programme’, most specifically for the “ASEAN-IPR Regional Conference on Cybersecurity and the Role of Information Technology in Fostering Culture of Peace in ASEAN”. 2. Assist in the Implementation of the ASEAN-IPR Communication Work Plan(s) 3. Manage and Create Content for ASEAN-IPR Social Media Platforms and Website, under the supervision of the Communications Officer <ol style="list-style-type: none"> a. Developing ASEAN-IPR’s social media editorial plan into engaging visual designs or video content – including for preparations and implementation of ‘ASEAN-IPR Training and Capacity Building Programme’.

	<p>b. Conceptualise, design, and produce communication materials for both online and offline use, aligning with organisational purposes and/or needs.</p> <p>c. Assist the Communications Officer in the preparation of social media reports, growth targets, as well as other relevant reports on the Institute’s website and social media platforms.</p> <p>d. Any other tasks related to ASEAN-IPR’s social media platforms and website, including project outputs.</p> <p>4. Provide technical & administrative support to other related projects undertaken by the Institute.</p> <p>a. Assist in implementing, monitoring and evaluating the running of the Programme to ensure maximum visibility of the programme and the donor’s support.</p> <p>b. Note-taking during meetings and/or activities related to the project.</p> <p>c. Assist in scheduling, setting up and operating virtual meeting platforms, such as Zoom, Microsoft Teams, Google Meet, Webex, BlueJeans, etc.</p> <p>d. Liaise with and provide recommendations to the vendor on the best and most relevant visual design style and materials suitable for the institute.</p> <p>5. Provide technical & administrative support to other related projects and/or work undertaken by the Institute.</p> <p>6. Assist in daily operations of the ASEAN-IPR Secretariat, and perform any other work as tasked by the Executive Director and/or the Supervising Officer.</p> <p>a. Note-taking during meetings and preparing meeting records.</p> <p>b. Preparing Briefing Notes, Talking Points, public information materials, etc.</p> <p>c. Any other task from the ED and/or supervising officer.</p>
<p>QUALIFICATIONS & EXPERIENCES</p>	<ul style="list-style-type: none"> • National of an ASEAN Member State • Bachelor’s degree, or in final year/months to acquire degree in International Relations, Political Science, Public Policy, International Development, Visual Communication Design, or an appropriate related field of discipline – a background on Peace & Conflict Studies would be preferable. • Minimum one (1) year of relevant work experience in ASEAN, ASEAN processes and/or regional/international organisations, international relations, is preferable. Fresh graduates are welcomed to apply.

	<ul style="list-style-type: none"> • Excellent command of written and oral communication skills in English and computer literacy are pre-requisites for this position. • Experienced or advance knowledge, experience and skills on graphic design, video editing, photography, and content creation – including Adobe, Canva as well as all of the main social media platforms (e.g., Facebook, Instagram, LinkedIn, YouTube, TikTok, etc.). • Possess team spirit, good creative mind and eye, 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. • Willing to possibly work irregular hours. • Ability to plan and organise work, willingness to perform tasks outside the usual job scope, and have willingness and ability to travel.
REMUNERATION & BENEFITS	<p>This position is a temporary employment contract, project-based contract position, with monthly honorarium of USD 600.00, for the twelve-months duration of the project, inclusive of three-months' probation period. Extension of contract is subject to budget availability. There will be no reallocation cost provided.</p>
HOW TO APPLY	<p>You may apply by sending your application to ADMIN@asean-aipr.org highlighting your suitability and potential contribution to the position together with (i) a detailed CV; (ii) cover letter; (iii) certified true copies of educational certificates obtained (<u>or</u> certified copies of applicant's latest academic transcript); (iv) a portfolio of the applicant's graphic design and/or video editing work; and, (v) completed ASEAN-IPR Application Form, which can be downloaded at https://asean-aipr.org/resources-category/opportunities-vacancies/</p> <p>Please ensure that the total size of your email including attachments is no more than 10 MB.</p> <p>Please indicate on the subject heading: Application for Communications Assistant (Content & Design)</p> <p>Application documents should be received by <u>Friday, 19 April 2024 at 23.59 hours Jakarta/Bangkok time (GMT+7)</u>. The Selection Committee's decision is final and only shortlisted candidates will be notified for an interview.</p>

	<p>Selected candidate will be notified via email and expected to be onboard according to the agreed starting date.</p> <p><u>It is not recommended to send a blank email that only attaches a google drive link. Incomplete applications will not be considered.</u></p>
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