



**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**

**FINANCE ASSISTANT –
ASEAN-IPR TRAINING AND CAPACITY BUILDING PROGRAMME**

Background

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 a 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.

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.

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, the ASEAN Institute for Peace &

	<p>Reconciliation (ASEAN-IPR) is carrying out a project entitled “ASEAN-IPR Regional Conference on Cybersecurity and the Role of Information Technology in Fostering Peace in ASEAN” which focuses on exploring how IT can enhance peacebuilding efforts and address cybersecurity challenges within the region. 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 Finance Assistant to be based in Jakarta.</p> <p>The Finance Assistant will be involved in supporting the work of the ASEAN-IPR, and especially on implementation, monitoring and reporting of the Programme.</p>
<p>Duties & Responsibilities</p>	<ol style="list-style-type: none"> 1. Provide financial & administrative support with respect to the implementation of “ASEAN-IPR Regional Conference on Cybersecurity and the Role of Information Technology in Fostering Culture of Peace in ASEAN”. <ol style="list-style-type: none"> a. Implements the office accounting and financial control systems under ASEAN-IPR financial regulations and procedures. Ensure that all project-related transactions are conducted, processed, and recorded as stipulated by the system and ensure the expenses are reasonable, allowable, and allocable. b. Assist in preparing the financial report to donor(s) are submitted under the timeline as set in the agreement with the donor(s). c. Archive purchase orders, contracts, and other procurement-related files. d. Assist in travel arrangement, logistics for events, and other administrative tasks related to the project. 2. Provide financial & administrative support to other projects undertaken by the Institute. 3. Perform any other work as tasked by the Executive Director and/or the Supervising Officer. 4. Provide administrative support during budget preparation

	<ol style="list-style-type: none"> 5. Participate in quarterly and annual audits 6. Processing and preparing financial statements 7. Perform any other task related to the financial aspects of the project 8. Consult with the Finance/Admin officer regularly about the conduct of the assigned task. Keep the Finance/Admin officer and Executive Director informed about all the finance and subgrant matters and provide advice on important matters.
Qualifications & Experiences	<ul style="list-style-type: none"> • National of an ASEAN Member State • Bachelor's degree in Accounting, Business Administration, or a related field • Minimum of two (2) years of relevant work experience in handling accounting and finance management. • Good written and oral communication skills in English and computer software skills, including advanced Excel and other accounting packages. • Possess team spirit, resourceful, able to take initiative, have the enthusiasm to learn, and detail-oriented. • Possess the 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 or outside of working hours, and willingness and ability to travel.
Remuneration & Benefits	<p>This position is a temporary employment contract, project-based contract position, with a monthly honorarium of USD 650, for the initial nine-month duration of the project. 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 recruitment@asean-aipr.org, with a copy to aipr.secretariat@gmail.com. Please highlight your suitability and potential contribution to the position, and include a detailed CV, certified true copies of educational certificates, and a completed ASEAN-IPR Application Form, which can be downloaded at https://asean-aipr.org/resources-category/documents.</p> <p>Please ensure that the total size of your email including attachments is no more than 5 MB.</p>

	<p>Please indicate on the subject heading: Application for Finance Assistant – ASEAN-IPR Training and Capacity Building Programme.</p> <p>Application documents should be received by <u>19 July 2024</u>. The Selection Committee's decision is final and only shortlisted candidates will be notified.</p> <p>It is not recommended to send a blank email that only attaches a Google Drive link. Incomplete applications will not be considered.</p>
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