



**THE ASEAN INSTITUTE for PEACE and RECONCILIATION
INVITES ASEAN NATIONALS TO APPLY
FOR THE FOLLOWING VACANCY**

EXECUTIVE DIRECTOR

Background:

The ASEAN Institute for Peace and Reconciliation based in Jakarta, Indonesia is seeking **an Executive Director** to lead the Institute's efforts as ASEAN research institute 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; put together a pool of expertise in support of ASEAN bodies; and carry out networking among relevant stakeholders and dissemination of information. 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.

The Institute was officially launched by the ASEAN Leaders on 18 November 2012, in Phnom Penh.

Duties and Responsibilities:

- a. Represent the Institute in all administrative and operational matters, manage the activities of the Institute and perform such other functions as may be assigned by the Governing Council from time to time;
- b. Provide vision, leadership and guidance to the organisation and its staff;
- c. Be responsible for the day-to-day operations of the Institute, including overseeing the Institute's programmes and activities;
- d. Promote the Institute's role in building and promoting culture of peace in the region;
- e. Work towards the development of research activities on peace, conflict management and conflict resolution in Asia Pacific region and other regions;
- f. Build good relationships with governments, business sector, civil society and academia;

- g. 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, guidelines and procedures as established by the Governing Council;
- h. Manage all administrative and operational matters of the Institute (including policies, budget and staffing);
- i. Undertake fund raising for the Institute's activities and its operations in accordance with the TOR of the Institute, guidelines and procedures as established by the Governing Council (GC) / secure the financial resources required to sustain and grow the Institute's initiatives and programmes;
- j. Be responsible for developing and implementing a public communication strategy;
- k. Build positive working relations with external stakeholders, and report to the Governing Council of the ASEAN Institute for Peace and Reconciliation;
- l. Report to the Governing Council of the AIPR; and
- m. Undertake the necessary steps to ensure the full operationalization of the Institute in accordance with the TOR of the Institute and procedures as established by the Governing Council.

Qualifications and experience:

- National of an ASEAN Member State;
- Advanced degree, preferably Ph.D in International Relations, Public Administration, Public Policy, Management, Law, or professional qualifications in an appropriate discipline;
- At least 10 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);
- Proven skills in leadership, administration, executive management and planning;
- Experience in dealing with peace processes, peace building and reconciliation, as well as with a wide spectrum of organizational and corporate management practices, including extensive experience in fund-raising, financial management, and program and project management;
- 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;
- Good interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings;
- Committed to consultative and collaborative approaches and work practices;
- 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 organizations and other stakeholders;

- Excellent command of English;
- In good health as certified by a General Health Certificate; and
- Possess adequate computer skills.

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.

The post will be based in Jakarta, Indonesia, for a non-renewable term of three years starting on 2 October 2017.

How to apply:

Send your application highlighting your suitability and potential contribution to the position together with a **detailed CV, certified true copies of educational certificates, and complete ASEC Employment Application Form** attached with recent photograph to the following address and email address:

Post AIPR-ED
ASEAN Institute for Peace and Reconciliation (AIPR)
Jl. Sisingamangaraja No.73, Kebayoran Baru, Jakarta Selatan
Jakarta 12120, Indonesia
or
asean.hr@asean.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 AIPR Executive Director.**

Application documents should reach the ASEAN Secretariat by **4 August 2017**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

Note:

ASEC Employment Form can be downloaded at: www.asean.org/opportunities/asec-employment-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.