



# ***JOB VACANCY***

ASEAN INTER-PARLIAMENTARY ASSEMBLY

## **JOB VACANCY**

AIPA Secretariat Office in Jakarta is seeking individuals for the position of .... He/She will be reporting directly to .... of AIPA Secretariat.

### **Duties and Responsibilities:**

1. Develop, manage and conduct various education and awareness programmes for students and visitors.
2. Network with schools, ministries, statutory boards, private organisations and the public to promote the department's education programmes.
3. Conduct briefings, tours, role-play programmes, holiday activities and customised programmes for parliament staff, Members of Parliament and other visitors.
4. Conceptualise, research, write and publish educational and publicity materials, such as books, fact sheets, posters, brochures and Newsletter.
5. Prepare the Department's annual budget, workplan and targets.
6. Supervise and manage the work of the Education & Publicity Department.
7. Recruit, train and manage the pool of volunteers and students in the Undergraduates Attachment Programme.
8. Provide materials to update website.
9. Branding officer for AIPA Secretariat.
10. Attend to requests from members of the public and the media.
11. Establish network and maintaining existence with members and observers, Parliament, embassies, ministries, public and private organisations to support the work of AIPA Secretariat and in facilitating official visits.
12. Act as secretary to delegation attending overseas conferences/visits and for incoming visits by foreign delegations.
13. Perform secretarial duties for the various parliamentary and friendship groups.
14. Chair or perform secretarial duties for various Parliament Secretariat Committees.
15. Manage the use of the Education Gallery and conference room.
16. In-charge of publications sent to Members of Parliament Library and other national libraries.
17. Responsible for AIPA Website and Education Microsite.
18. Report to and work with the Deputy Secretary General on the assigned duties.
19. Other duties as may be assigned by the Secretary General of AIPA Secretariat.

**Qualifications and Requirements:**

Education: Minimum Bachelor Degree in International Relations, Social Science, Political Science, International Law, or other clearly related disciplines.

Experience: Minimum of 2 years relevant job experience at the same level. Working with a multi-cultural environment is an added-asset. Computer skills (MS Office including Word, Excel, PowerPoint)

Language: Excellent knowledge of English and Bahasa Indonesia (written and spoken)

Candidates who wish to be considered for this vacancy should send their CV and motivation letter to AIPA Secretariat at:

**AIPA Secretariat**  
DPR-RI Compound  
Nusantara III Building, 6th Floor  
Jl. Jendral. Gatot Subroto  
Jakarta 10270, Indonesian

Or via email to [aipa@aipasecretariat.org](mailto:aipa@aipasecretariat.org)

Deadline for application **16 April 2021**

**Important:** candidates must indicate the **post title** on the envelope or subject of the email.

**Late applications will not be considered.**

Jakarta, 5 April 2021.