

HIRING ANNOUNCEMENT

TECHNICAL OFFICER – DIRECTORATE OF COMMITTEES SECRETARIAT OF THE ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA)

The AIPA Secretariat is seeking highly qualified and experienced professional to join our team as Technical Officer for the Directorate of Committees. We are looking for individual with a strong background in parliamentary affairs, international relations, or related fields, with at least three years of relevant experience.

About the Position

The Technical Officer is responsible for supporting the work of the Directorate of Committees in facilitating the organisation of AIPA Meetings and other parliamentary initiatives, ensuring the effective coordination of parliamentary engagements with AIPA Member Parliaments, AIPA Observer Parliaments, and Inter-Parliamentary Associations/Assemblies.

Key Responsibilities

- Provide administrative support and substantive advice to the Host Parliament(s) of AIPA Meetings, and the AIPA Member Parliaments;
- Act as focal point of contact in responding to day-to-day questions and/or requests that may arise from the AIPA Member Parliaments, AIPA Observer Parliaments, as well as from the Inter-Parliamentary Association/Assembly;
- Prepare talking points, briefing notes, background notes, country research, and/or in-depth analysis, to support the work of AIPA Secretariat and AIPA Member Parliaments;
- Draft reports, outcome documents, and other official records of AIPA Meetings;
- Review and provide feedback on social media content produced by the Directorate of Communication, Knowledge Management, and Information Technology for AIPA Meetings and related activities.

Qualifications

1. Education and Experience
 - a. A bachelor's degree (or higher) in political science, international relations, diplomacy, regional studies, law, public policy, global governance, or a related discipline.
 - b. A minimum of three years of relevant experience in parliamentary affairs, legislative processes, policy research, intergovernmental organisations, international cooperation, and diplomatic engagement at the regional or global level.

2. Core Competencies

- a. Understanding of legislative and parliamentary processes, particularly in ASEAN Member States.
- b. Excellent research, reporting, and analytical skills, with the ability to draft clear, concise, and well-structured reports.
- c. Strong communication and interpersonal skills, with the ability to engage, collaborate, and foster strong relationships with diverse stakeholders, including parliamentary officials, parliamentarians, government officials, and international partners.
- d. High level of organisational and multitasking abilities, capable of handling multiple assignments under tight deadlines.
- e. Strong written and verbal communication skills in English. Proficiency in other ASEAN languages is an added advantage.
- f. Ability to work both independently and collaboratively in a dynamic, multicultural, and international workplace.
- g. Proactive attitude, with attention to detail and problem-solving capabilities.
- h. Demonstrated willingness to learn, adapt, and grow professionally.

3. Technical Skills

- a. Strong command of Microsoft Office Suite (Word, Excel, PowerPoint) and experience with digital collaboration tools.
- b. Ability to develop visual materials, presentations, and infographics using tools like Canva or other relevant software.
- c. Familiarity with social media and knowledge management tools is an asset.
- d. Experience in preparing briefing notes, reports, and policy analyses.

How to Apply

Interested candidates are invited to submit their resume, cover letter, and relevant supporting documents through the online application form at [Job Vacancy](#) by 7 April 2025.