

**Open Vacancy**  
**ASEAN RAI Project Officer**

**FOR WEBSITE**

**Detail Information**

Number of Project Officer	1 Project Officer
Employment Type	Full-time, on-site <i>The officer will be working full-time at the AIPA Secretariat Office in Jakarta, Indonesia</i>
Directorate	Directorate of External Stakeholders' Engagement
Duration	2 February 2026 - 2 February 2027 (12 months)

**Eligibility**

Position Overview	The AIPA Secretariat is seeking to recruit an ASEAN RAI Project Officer for a one-year contractual position. The Project Officer will be responsible for supporting the day-to-day planning, coordination, and implementation of AIPA's work under the ASEAN Guidelines on Promoting Responsible Investment in Food, Agriculture and Forestry (ASEAN RAI) Parliamentary Implementation Framework 2024–2030. The officer will be working under the Directorate of External Stakeholders' Engagement with the AIPA Secretariat.
Responsibilities	<p>The ASEAN RAI Project Officer will undertake, among others, the following duties and responsibilities:</p> <ul style="list-style-type: none"><li>• Support the planning, coordination, and implementation of ASEAN RAI-related activities, in line with approved workplans, timelines, and project objectives.</li><li>• Coordinate with AIPA Member Parliaments, development partners, intergovernmental organisations, civil society, and other relevant stakeholders.</li><li>• Conduct research and analysis related to responsible investment, sustainability, food, agriculture, and forestry, to support project planning, implementation and reporting.</li><li>• Prepare and draft substantive project-related documentation, including concept notes, project proposals, briefing notes, and other relevant materials.</li><li>• Support the organisation and delivery of regional and national-level meetings, workshops, consultations, and capacity-building activities.</li><li>• Assist with monitoring and reporting processes for project activities, including financial and narrative outputs and other required reporting deliverables.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide administrative and coordination support related to project implementation, including tracking activities, maintaining records, and supporting basic procurement and logistical processes</li> <li>• Support administrative, procurement, and basic financial processes, including coordination with relevant stakeholders, tracking expenditures, and maintaining project records.</li> <li>• Prepare presentations, communication materials, and knowledge products related to ASEAN RAI activities.</li> <li>• Perform any other duties as may be assigned in support of ASEAN RAI-related initiatives and the work of the Directorate.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor degree in Environmental Studies, Sustainable Development, Political Science, or an appropriate related field.</li> <li>• A minimum of two (2) years of relevant work experience, which may include internships, fellowships, volunteer assignments, or part-time roles in relevant areas.</li> <li>• Demonstrated knowledge in policy, research and technical skills in the relevant area.</li> <li>• Demonstrated commitment to collaborative work practices.</li> <li>• Strong written and verbal communication skills in English. Proficiency in other ASEAN languages is an added advantage.</li> <li>• Proficiency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.</li> <li>• Ability to develop presentations, visual materials, and infographics using tools such as Canva or other relevant design software.</li> <li>• Strong analytical and drafting skills, with experience in preparing technical reports, progress updates, and briefing notes.</li> <li>• Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.</li> <li>• Demonstrated willingness to learn, adapt, and grow professionally.</li> </ul>

Desirable Qualifications	<ul style="list-style-type: none"> <li>• Knowledge of or experience with project cycle management, including planning, coordination, implementation, monitoring, and reporting of project activities.</li> <li>• Experience in drafting concept notes, project proposals, and related project documentation.</li> <li>• Experience supporting procurement, administrative, and basic financial processes, including budget monitoring and expenditure tracking.</li> <li>• Familiarity with results-based management (RBM) frameworks and reporting requirements is an added advantage.</li> <li>• Prior exposure to work with intergovernmental organisations or parliamentary institutions is an asset.</li> </ul>
How to Apply	Please complete the application form and submit your most recent Curriculum Vitae (CV) and a Motivation Letter via the following link: <a href="https://bit.ly/Vac_ASEANRAIOfficer">https://bit.ly/Vac_ASEANRAIOfficer</a>

### Selection Timeline

Date	Activity
12 January 2026	Open Registration
21 January 2026	Close Registration
21 – 23 January 2026	Shortlisting & Interview Notification
26 January 2026	Directorate-Level Interview
27 January 2026	Notification of Second-Round Interview
28 – 29 January 2026	Interview with the Deputy Secretary General (DSG)
30 January 2026	Final Selection and Offer of Appointment
2 February 2026	Commencement of Assignment

**Open Vacancy  
ASEAN RAI Project Officer  
Social Media Promotion**

**FOR SOCIAL MEDIA**

**Page 1: Title**

AIPA Secretariat is Hiring!

ASEN RAI Project Officer

Apply Now: <https://aipasecretariat.org/job-vacancy/>

*No later than 21 January 2026*

Swipe for more details!

**Page 2: Position Overview**

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**Page 3: Qualifications**

- University degree in **environmental studies, sustainable development**, or related fields
- Minimum **2 years of relevant work experience**
- Strong **research and technical skills**
- Able to create **presentations, visuals, and infographics**
- Excellent **report writing and drafting skills**
- Able to work **independently and within a team**
- **Detail-oriented**, proactive, and a problem solver
- Strong **organisational and time-management skills**
- Willingness to **learn, adapt, and grow professionally**

**Page 4: Desirable Qualifications**

- Experience in **project cycle management**

- Experience **drafting concept notes, project proposals, and project documentation**
- Experience supporting basic financial processes
- Familiarity with results-based management (RBM) frameworks and reporting
- Experience with IGOs or parliamentary institutions