

## General Information

### Technical Officer of External Stakeholders' Engagement Directorate

#### Detail Information

Number of Officer	1 Technical 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

#### Eligibility

Position Overview	The AIPA Secretariat is looking for a dynamic, proactive, and highly motivated Technical Officer with at least two (2) years of relevant work experience in stakeholder coordination, project support, and resource mobilisation. The Technical Officer will be responsible for supporting the Directorate External Stakeholders' Engagement by assisting with day-to-day operations, implementing engagement activities, and facilitating facilitation of resource mobilisation initiatives.
Responsibilities	<p>The Technical Officer will report to the Director/Senior Officer of External Relations, and undertake, among others, the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>● <b>Provide technical and administrative support to the daily operations of External Stakeholders' Engagement Directorate</b> <ul style="list-style-type: none"> <li>○ Compile and/or assist in preparing relevant documents such as briefing notes, talking points and presentations for meetings.</li> <li>○ Assist at meetings, including drafting minutes of meetings.</li> <li>○ Assist in the coordination of follow-up actions and decisions with relevant internal and external parties.</li> <li>○ Draft reports, memoranda, joint statements, and other documents.</li> <li>○ Prepare weekly progress reports to update the Director of External Stakeholders' Engagement on implementation status.</li> </ul> </li> <li>● <b>Coordinate projects/programmes and activities</b> <ul style="list-style-type: none"> <li>○ Assist in coordinating projects/programme and activities with external partners.</li> <li>○ Assist in formulating project/programme proposals and mobilise funding support.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Assist in developing, monitoring and facilitating the implementation of action plans, projects and activities with partners.</li> <li>○ Coordinate with third parties, relevant directorates, and the Directorate of Finance and Administration to ensure the smooth delivery of projects, including related logistical and administrative arrangements.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Communication and Coordination</b> <ul style="list-style-type: none"> <li>○ Support the Directorate's communication strategies by liaising with the Directorate of Communication, Knowledge Management, and IT.</li> <li>○ Draft and review content for social media and publications related to the Directorate's engagements, subject to Director's approval.</li> <li>○ Maintain documentation and knowledge products related to partnerships and resource mobilization efforts.</li> <li>○ Prepare promotional content and ensure consistent visibility of AIPA's external engagements.</li> </ul> </li> </ul>
Qualifications	<p><b>Education and Experience</b></p> <ul style="list-style-type: none"> <li>● Advanced degree in international relations, political science, diplomacy, regional studies, law, public policy, global governance, or a related discipline or Bachelor degree in the afore-mentioned fields with a minimum of two (2) years of relevant work experience in technical role.</li> </ul> <p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>● Demonstrated knowledge in policy, research and technical skills in the relevant area.</li> <li>● Ability to build, maintain, and coordinate effective relationships with external stakeholders, including government institutions, development partners, civil society organisations, and regional or international bodies.</li> <li>● Demonstrated experience in project management processes, including planning, coordination, implementation of activities, and monitoring.</li> <li>● Solid understanding of relevant policy areas and institutional frameworks, with the ability to translate technical concepts into practical engagement and programme activities.</li> <li>● Strong research, analytical, and drafting skills, including the ability to gather, analyse, and interpret data from various</li> </ul>

	<p>sources, and to prepare technical reports, progress updates, and briefing notes.</p> <p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <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> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Ability to work collaboratively in a team environment and adapt effectively to a dynamic, multicultural, and international workplace.</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> <li>• Proactive attitude, with attention to detail and problem-solving capabilities.</li> </ul>
Desirable Qualifications	<ul style="list-style-type: none"> <li>• Working knowledge of ASEAN-related affairs.</li> <li>• Demonstrated understanding of organisational processes, protocols, and political or cultural sensitivities in a regional or multilateral setting.</li> <li>• Understanding of legislative and parliamentary processes, particularly in ASEAN Member States.</li> <li>• Knowledge of or experience with project cycle management, including planning, coordination, implementation, monitoring, and reporting of project activities.</li> <li>• Experience supporting procurement, administrative, and basic financial processes, including budget monitoring and expenditure tracking.</li> <li>• Prior exposure to work with intergovernmental organisations, development partners, or parliamentary institutions is an asset.</li> <li>• Familiarity with social media and knowledge management tools is an asset.</li> </ul>
How to Apply	<p>Please submit your most recent Curriculum Vitae (CV) and Motivation Letter through: <a href="https://bit.ly/Vac_TOExternal">https://bit.ly/Vac_TOExternal</a></p>

### Selection Timeline

<b>Date</b>	<b>Activity</b>
12 January 2026	Open Registration
26 January 2026	Close Registration
26 – 30 January 2026	Shortlisting & Interview Notification
2 February 2026	Directorate-Level Interview
3 February 2026	Notification of Second-Round Interview
4 – 6 February 2026	Interview with the Deputy Secretary General (DSG)
9 February 2026	Final Selection and Offer of Appointment
17 February 2026	Commencement of Assignment