



## Employment Opportunity Programme Director

The Parliamentary Centre of Asia (PCAsia) is seeking an energetic and motivated candidate to fill the position of Programme Director for a high profile and dynamic organisation.

### PARLIAMENTARY CENTRE OF ASIA

The Parliamentary Centre of Asia (PCAsia), established in early 2021 in Phnom Penh, is the successor of the Parliamentary Institute of Cambodia (PIC) founded in 2011, a transition that reflects an expansion of activities with Parliaments across Southeast Asia, and encouraged through an MoU with the ASEAN Inter-parliamentary Assembly (AIPA) and the adoption of resolutions by AIPA's General Assembly. The mandate of PCAsia is therefore to contribute to the strengthening of Southeast Asian Parliaments through capacity building of their staff, based on the demands or requests of each Parliament. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

### ROLE OF DEPARTMENT

The training of Parliamentary staff is at the core of PCAsia's mission, and the Capacity Development (CD) department is responsible for carrying out the majority of this work. CD handles curriculum and syllabus design for many training programmes, and its staff provides practical training according to their respective expertise for most of the training programmes. With the transition to blended learning and learning by distance, CD staff increasingly play a facilitation role, working with external experts to design and deliver content suitable for digital platforms, then working with trainees to complete the related assignments.

Other responsibilities include researching, the mentoring and quality control of research products produced by the trained parliamentary researchers, and providing quality control technical advice with regards to newly-trained parliamentary staff members when back working in their institutions of provenance in applying their newly-acquired skills. The Programme on Parliamentary Diplomacy is one of the main training initiatives provided by the Capacity Development Department.

### BACKGROUND INFORMATION ON THE PROGRAMME/PROJECT

The PCAsia Parliamentary Diplomacy Programme (PCAsia-PPD) is a needs-based and demand-driven regional initiative that aims to contribute to the ***strengthening of ASEAN parliamentary institutions, and in particular the capacity of parliamentary staff to better support their parliament's diplomatic work***. The focus has therefore been on enhancing the capacity and knowledge of the staff of ASEAN member parliaments.

The main objective of the PCAsia-PPD is to provide trainees with knowledge, skillsets and techniques that will enable them to better support Parliamentarians in their increasing role in international/foreign affairs in complement to the Executive.

## **POSITION DESCRIPTION**

The Programme Director is responsible for assisting the Executive Director and the Director of the CD Department with the conceptualization, oversight and overall guidance of the programme. He will ensure that the quality of training meets the learning objectives of the programme - to develop the knowledge of the trainees, to equip the trainees with the necessary skills to support Parliamentarians in their parliamentary diplomacy activities (e.g., speeches, drafting country position summaries, negotiation techniques, drafting resolutions, debates for international/regional meetings).

## **MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK**

1. Conceptualization and implementation of training programmes on Parliamentary Diplomacy including, Geopolitics, International Relations, Parliamentary Negotiation Techniques et.al, including the identification of experts to participate in the programme.
2. Project coordination of the Regional Diplomacy Programme on Parliamentary Diplomacy.
3. Deliver, as required, training courses on topics related to Parliamentary Diplomacy such as, but not limited to, international relations, parliamentary negotiation techniques, geopolitics etc., through both face to face and distant learning.
4. Develop the training documents/curricula that are relevant to the AIPA Parliamentary Diplomacy agenda, including its publication.
5. Contribute to any other activities of the programme as required.

## **TIMEFRAME**

3 months between 15 March to 31 December 2022.

## **EXPECTED DELIVERABLES/OUTPUTS**

1. Build knowledge of trainees on the difference between non-parliamentary diplomacy and parliamentary diplomacy.
2. Give trainees skills to understand resolutions, country positions, among other things, for international/regional forums or meetings.
3. Provide training on selected aspects of parliamentary diplomacy such as mediation and negotiation techniques.
4. Assessment report on the programme – lessons learned and challenges to address.

## **REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE**

### ***Essential***

1. At least 20 years' experience in diplomacy, political science or related field.
2. PhD degree in diplomacy or geopolitics

3. Design of training programmes, and management and teaching experience at a high level tertiary institution(s) with an emphasis on training civil servants.
4. Experience in negotiation and mediation techniques and alternative dispute resolution.
5. Good understanding of developing countries' training needs.
6. Strong spoken and written English.
7. Good understanding of Parliamentary operations.

#### *Desirable*

1. Fluency in spoken and written French.
2. Proficiency in one or more languages of ASEAN member countries.

#### **Application Information**

Interested applicants should send a cover letter and CV to [job@pcasia.org](mailto:job@pcasia.org) with "Programme Director for the Parliamentary Centre of Asia", in the subject line by 30 March 2022 and indicate where you learned about this vacancy. The two-stage application process will consist of an interview(s). Only short-listed candidates will be contacted.