



## Job Advertisement

PCAsia is seeking an active and motivated candidate for a senior expert position with a high profile and dynamic organization. The position will be based at our Representative Office in Lao PDR.

### 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. 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 within a framework of south-south and north-south cooperation. It draws on the expertise of national, regional, and international partners (Parliaments and research centres).

### PARLIAMENTARY TRAINING PROVIDER TO SUPPORT AIPA GENERAL ASSEMBLY PREPARATION 2024.

The Parliamentary training initiative to support the National Assembly of Lao PDR in undertaking its role as the host of the upcoming General Assembly of AIPA (ASEAN Inter-Parliamentary Assembly) is funded by USAID through the UNDP STEPS supports project. This initiative for the National Assembly and Provincial Parliamentary Assembly (PPA) of Lao PDR targets to comprehensively develop their capacities to perform their constitutional functions of law-making, oversight, and representation. One important element of the project's support is to assist the NA in parliamentary diplomacy, in particular to address the NA's capacity needs for participating in key regional and global inter-parliamentary fora. In 2024, Lao PDR will assume the chairmanship of the Association of South East Asian Nations (ASEAN), and the NA will host the ASEAN Inter-Parliamentary Assembly (AIPA).

For the AIPA General Assembly, the NA's delegation will consist of up to 15 MPs, including the NA President and Vice President and the Chairs and members of the FAC, Planning and Financial Affairs Committee (PFAC), Social and Cultural Affairs Committee (SCAC), and the Economy, Technology, and Environment Committee (ETEC) who will chair and participate in the respective AIPA standing committees. The NA's AIPA Secretariat will be supported by the respective NA committee staff to assist in the operation of the AIPA committees, and the staff of the Secretariat Committee and the NA Institute of Legislative Studies (ILS) who will provide administrative and technical support to the AIPA meetings and the General Assembly.

Through the FAC, the NA has requested support of STEPS in preparing NA committees, Members and staff for their duties in hosting AIPA workshops, committee meetings and the

General Assembly. From this, STEPS has outlined the expected capacity development requirements to develop knowledge and skills ahead of AIPA events.

PCAsia seeks the services of a parliamentary training provider with experience in AIPA support to provide training and mentoring support to MPs and staff of the NA to help prepare for their work at the AIPA General Assembly

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

The Senior Expert is expected to perform the following tasks:

1. Serve as the Deputy to the Team Leader in the over-all management of the project;
2. Act as Co-Facilitator in the conduct of briefing and consultation with stakeholders during the conceptualization phase;
3. Provide technical support to the Team Leader in the conduct rapid assessment of the capacity development needs of the National Assembly of Lao PDR;
4. Provide technical support to the Team Leader in drafting curriculum outline, implementation plan of the capacity development interventions of the project;
5. Act as Co-Facilitator in the conduct of training of capacity development interventions of the project;
6. Provide technical support to the Team Leader in drafting post-training reports;
7. Provide technical support to the Team Leader in drafting Handbook for staff, assigned MP-Chairpersons, President and Vice-President of the National Assembly of Lao PDR;

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

- University degree from a recognized university (preferably from overseas).
- Minimum ten years of relevant professional experience in development cooperation work, public administration, political science, law, research or related fields preferred.
- Experience working in a parliamentary environment (ASEAN Member States context is a plus).
- Proven ability to produce training curriculum and oversee high quality research and training work.
- Proven ability to manage and lead a research and training team.
- A strong understanding of the roles and functions of regional parliamentary organization such as AIPA.
- Strong interpersonal skills for working in a team and multi-cultural environment.
- Ability to develop working relationships with high-ranking government officials (i.e. Member of Parliaments), external partners, parliaments administrators, and experts.
- Proven track record of working independently (minimum supervision), flexibility with time and under tight schedule.

- Fluency in spoken and written English

#### **APPLICATION INFORMATION**

Interested applicants should send a cover letter and CV to [job@pcasia.org](mailto:job@pcasia.org) and indicate a salary expectation in the email. The application deadline is 19 May 2024. Only short-listed candidates will be contacted.