



Advertisement Job Opportunity

PCAsia is seeking an active and motivated candidate for Legal and Francophone Programme Manager Position to work with a high profile and dynamic organization.

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).

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 this work. CD handles curriculum and syllabus design for the training programs, and its staff provides practical training according to their respective expertise for most of the many training programs. With the transition to blended learning and learning by distance, CD staff is also called to 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.

POSITION DESCRIPTION

The role of the Legal and Francophone Programme Manager is to support the management of research projects and training activities related to legislative processes and content requested by parliamentary clients. This includes playing an advisory and coordinating role ensuring that PCAsia research and training protocols are followed, so that legislation-related research and training products of of high quality and meet the identified needs of clients within the timeframes set.

The role is also taking the lead in all communication and coordination with all Francophone activities, including drafting, editing and proofreading of communication materials and other documents with partners in the French language

MAIN RESPONSIBILITIES AND TASKS

Francophone desk

- Under the supervision of the Executive Director, conduct activities with PCAsia's French-language partners, including the International Organisation of the Francophonie, the Assemblée Parlementaire de la Francophonie, French-speaking parliamentary friendship groups, and other parliaments and parliamentary networks working in the French language.

Research and Training Management

- Under the supervision of the CD Director, review on legal aspects of documents (including research papers, legislative summaries, briefing notes and concept notes) produced by PCAsia teams upon parliamentary client requests, ensuring the integrity, consistency, quality, and coherence of research projects based on international best practices.
- Under the supervision of the CD Director, Prepare, and coordinate training activities requiring legal expertise, including on legislative drafting techniques.
- Assist with strategic planning, activity planning and reporting for the CD department, liaising with CD Director.
- Participate in providing training when required, and oversee progress of trainees, providing regular assessments and monitoring progress based on their assessments.
- Identify and communicate with actors within the community of practice in legislative and democratic development, academic institutions, and organisations and individuals in relation to specific research and training topics for capacity building.
- Prepare and deliver comprehensive training that is tailored for integration into PCAsia parliamentary training programmes as required.

Research dissemination and collaboration with external organizations

- Liaise with stakeholders in the Cambodian Parliament, and representatives of national and regional donor and research communities in the ongoing institutional development of PCAsia.
- Participate in and contribute to national regional and international working groups on sector development issues relevant to PCAsia's areas of expertise and work.
- Contribute in organization and facilitation of workshops and conferences and similar events related to PCAsia's work and training programs.

Support to the management team

- Provide, at the request of the Executive Director and the Director of the CD Department, expertise on legal and institutional issues in close collaboration with all Directors and Department Heads
- Assist, at the request of the Executive Director the preparation of fundraising documents, strategies and policy.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Master's degree from a recognised institution; qualifications in law, public administration, public policy.
- Fluency in spoken and written French
- Relevant professional experience in research, training and legal matters.
- Proven ability to analyse legal issues.
- A solid understanding of international law, in particular, related to ASEAN countries.
- Fluency in spoken and written English.

Desirable

- Experience working in a parliamentary environment, in particular in ASEAN countries
- Strong understanding of the role and functions of parliaments in ASEAN countries
- Ability to demonstrate flexibility and resourcefulness.
- Strong interpersonal skills and experience of functioning effectively in a team environment
- Working experience in an ASEAN country
- Expertise in Human Right and Gender, Peace & Security is a plus
- Doctoral thesis (PhD) is plus

APPLICATION INFORMATION

Interested applicants should send a cover letter and CV to job@pcasia.org and indicates a salary expectation in the email. The application deadline is 06 September 2024. Only short-listed candidates will be contacted.