



Advertisement Consultancy Opportunity

PCAsia is seeking an active and motivated candidate for Consultant to train on drafting the AIPA resolution 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).

POSITION DESCRIPTION

The consultant will enhance the PCAsia-Programme on Parliamentary Diplomacy (PCAsia-PPD) training which aims to *strengthen the capacity of parliamentary staff to better support the diplomacy work of their Parliament*. The PCAsia-PPD is part of PCAsia's Knowledge Sharing Programme, a needs-oriented regional initiative which aims to contribute to strengthening parliamentary institutions in ASEAN, upon request. The emphasis has been put on capacity and knowledge building/sharing and strengthening of staff from AIPA Member Parliaments.

The consultant will specifically provide knowledge and practical exercises on how to draft AIPA Resolution, and support participants to do a related practical exercise linked to the theme of AIPA 2025.

MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK

1. Prepare teaching materials on how to prepare draft AIPA resolutions
2. Deliver a presentation on how to draft AIPA resolutions to participants
3. Deliver a short practical exercise to prepare participants to write and structure a draft AIPA resolution for their parliamentarians related to the AIPA 2025 theme
4. Share the training materials with the participants.

TIMEFRAME

The consultant will deliver the presentation on “Drafting AIPA Resolutions” and introduce the practical exercise on 19-20 March 2025.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

1. Strong academic background in public policy and geopolitics field
2. Bachelor’s degree with 10 years’ of relevant experience; or Master’s degree with 8 years of relevant experience
3. Experience working with parliamentary staff is an asset.
4. University degree in Public Policy, Geopolitics or related field
5. Ability to work independently and produce quality work in a short time, within deadlines
6. High level of spoken and written English.

APPLICATION INFORMATION

Interested applicants should send a cover letter and CV to job@pcasia.org and indicate a salary expectation in the email. The application deadline is 18th February 2025. Only short-listed candidates will be contacted.