



Advertisement Francophone Parliamentary Diplomacy Programme Lead

The Parliamentary Centre of Asia (PCAsia) is seeking for Francophone Parliamentary Diplomacy Programme Lead.

PARLIAMENTARY CENTRE OF ASIA

The Parliamentary Centre of Asia (PCAsia) is an independent, non-partisan institute dedicated to supporting ASEAN parliaments through tailored capacity development, dialogue platforms, and evidence-based research. PCAsia promotes good parliamentary practice and regional cooperation on shared challenges such as climate change, gender equality, and inclusive economic growth. Through partnerships with ASEAN parliaments, AIPA, and development partners, PCAsia strengthens parliamentary performance by connecting parliaments together and with citizens, contributing to responsive and accountable governance across the region.

BACKGROUND

As part of its Atlas series, PCAsia is preparing a special edition Francophonie Atlas 2026, to be delivered in French and co-organised with the Assemblée parlementaire de la Francophonie (APF), in the lead-up to the 20th Francophonie Summit in Cambodia in 2026.

The Edition aims to present dynamics of the Francophone world, Cambodia's role in the Francophonie, Francophone presences in Asia, and issues relevant to Francophone parliaments. It will serve both as a reference for the training and as a resource for Summit participants.

A complimentary training component will support parliamentary staff from Southeast Asian parliaments to deepen their understanding of Francophone parliamentary diplomacy and prepare short written documents linked to the Summit's themes.

POSITION DESCRIPTION

Francophonie Parliamentary Diplomacy Training

The Francophone Parliamentary Diplomacy Programme Lead is responsible for assisting the Executive Director and the Director of the CD Department with the early-stage conceptualisation and planning of the Francophone Parliamentary Diplomacy training programme. He/she will support the development of the initial training approach, contribute to the preparation of draft training materials in French, and advise on session themes and structure to ensure coherence with the learning objectives set out in an agreed Concept Note. In this phase, work focuses on programme planning and foundational content development.

Francophone Atlas 2026

The Francophone Parliamentary Diplomacy Programme Lead is also responsible for assisting the Executive Director and the Director of the CD Department with the early conceptualisation, planning and initial structuring of the Francophonie Atlas 2026, tentatively titled “Francophone Heritage and New Challenges for Parliaments: A Mapping Project”. During this initial phase, he/she will contribute to developing the Atlas outline, identifying key themes, preparing preliminary texts within his/her field(s) of expertise, and supporting the establishment of processes to ensure that the Atlas aligns with PCAAsia’s mandates.

MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK

A. Early Programme Development

- Contribute to the initial design and planning of the Francophone Parliamentary Diplomacy training programme.
- Prepare draft training materials in French and outline proposed training sessions.

B. Preparatory Mentorship Framework

- Develop an approach for guiding participants in preparing written outputs linked to the Summit themes.
- Provide preliminary feedback on any early-stage participant inputs or concept drafts, as applicable

C. Francophonie Atlas 2026 – Early Contribution

- Contribute to the conceptualisation and structuring of the Francophonie Atlas 2026.
- Prepare initial draft texts or annotated outlines within areas of expertise

D. Coordination and Quality Assurance (Early Stage)

- Work with the Capacity Development Director and relevant PCAAsia teams to ensure alignment across the early phases of the training programme and Atlas work.
- Provide initial quality review of draft materials and proposed content structures.

TIMEFRAME

The consultancy will run from 01 October to 31 December 2025.

EXPECTED DELIVERABLES/OUTPUTS

- Draft training materials for the Francophone Parliamentary Diplomacy programme (in French), suitable for further development in 2026.
- Proposed structure and outline for the Francophone Parliamentary Diplomacy training programme.
- Initial draft or framework for participant written outputs linked to Summit themes.
- Preliminary draft elements or annotated outline of the Francophonie Special Edition Atlas, “Francophone Heritage and New Challenges for Parliaments: A Mapping Project”.
- A consolidated plan for Atlas development, coordinated with the editorial lead, covering themes, workflow and drafting responsibilities.
- A short assessment or planning note, if requested, summarising the early-stage work completed and identifying areas requiring further development in 2026.

REQUIRED QUALIFICATIONS, SKILLS, AND EXPERIENCE

Essential

- At least 20 years' experience in diplomacy, political science or related field.
- Degree in diplomacy or geopolitics or related field
- Design of training programmes, and management and teaching experience at a high level tertiary institution(s) with an emphasis on training civil servants.
- Experience in negotiation and mediation techniques and alternative dispute resolution.
- Good understanding of developing countries' training needs.
- Fluency in spoken and written French.
- Strong spoken and written English.
- Good understanding of Parliamentary operations.

APPLICATION INFORMATION

Interested applicant should submit Cover letter and CVs with expected fee in the email by **15th September 2025** to job@pcasia.org with the subject "**Application: Francophone Parliamentary Diplomacy Programme Lead**". Only shortlisted applicant will be notified.