



Advertisement

Parliamentary Capacity Development/Mediation and Negotiation Specialist

The Parliamentary Centre of Asia (PCAsia) is seeking for Parliamentary Capacity Development/Mediation and Negotiation Specialist.

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

Parliamentary diplomacy is an increasingly important arena in which parliaments engage in dialogue, confidence-building, mediation, negotiation, and cooperation. These approaches support regional stability, constructive engagement, and stronger relationships within and across parliaments.

PCAsia's work in this field includes research, knowledge exchange, and capacity development on mediation and negotiation techniques, as well as broader parliamentary diplomacy practices. To support this work, PCAsia seeks a Parliamentary Capacity Development / Mediation and Negotiation Specialist to provide expertise across research, training, advisory support, and coordination within these thematic areas.

POSITION DESCRIPTION

Under the supervision of the Capacity Development Director, the Specialist will contribute technical guidance and thematic expertise to PCAsia's programmes on parliamentary diplomacy, mediation, and negotiation. The role will support a mix of research, training, and advisory input, in support of emerging activities and programme needs.

The Specialist will help ensure that PCAsia's initiatives reflect sound concepts, relevant comparative insights, and effective pedagogical approaches for parliamentary learning.

MAIN TASKS AND RESPONSIBILITIES / SCOPE OF WORK

A. Knowledge and Research Support

- Provide conceptual, analytical, or comparative insights related to mediation, negotiation, and parliamentary diplomacy

- Review and strengthen research, knowledge products, or background materials
- Support the integration of gender, inclusion, and youth perspectives into research and programme design

B. Training Development

- Contribute to the design or adaptation of learning modules, tools, or session outlines
- Support skills development for parliamentary staff or representatives in mediation, negotiation, or diplomacy
- Advise on the use of case studies, exercises, and participatory approaches for parliamentary capacity building

C. Advisory and Technical Input

- Provide strategic guidance on embedding mediation and negotiation themes within PCAsia's broader parliamentary capacity development offerings
- Offer expert review of concepts, curricula, or planned activities
- Advise on opportunities for applying research findings to parliamentary learning and inter-parliamentary cooperation platforms

D. Coordination and Engagement

- Participate in internal planning discussions and consultations with partners
- Provide input to align research, training, and programming priorities
- Support PCAsia in maintaining coherence across its parliamentary diplomacy initiatives

DELIVERABLES

- Technical inputs summarising the consultant's guidance across research, training, or programme development activities
- Draft or reviewed knowledge materials, such as concept notes, background briefs, or suggested content outlines for mediation, negotiation, or parliamentary diplomacy work
- Training-related contributions, such as slide presentations, session plans, or methodological suggestions (as relevant to activities implemented)
- Participation in coordination meetings, with summaries of key recommendations or agreed next steps

REQUIRED QUALIFICATIONS, SKILLS, AND EXPERIENCE

Essential

- University degree in political science, international relations, public administration, or a related field
- Minimum 10 years of experience in parliamentary development, diplomacy, or capacity-building programme design
- Proven ability to translate research or analysis into practical learning or institutional development approaches
- Experience facilitating or advising on capacity development for parliaments, diplomatic institutions, or international organisations
- Strong analytical and communication skills in English (French is a plus)
- Ability to work independently and collaboratively with diverse teams

DURATION OF CONSULTANCY WORK

The consultancy will run from 30 October to 31 December 2025.

APPLICATION INFORMATION

Interested applicant should submit Cover letter and CVs with expected fee in the email by **15th October 2025** to job@pcasia.org with the subject “**Application: Parliamentary Capacity Development/Mediation and Negotiation Specialist**”. Only shortlisted applicant will be notified.