

Job Announcement

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| Position | ASEAN Advocacy Programme Manager |
| Location | Jakarta, Indonesia |
| Employment Duration | 3 years, contract renewable (Subject to 3 months probation at the beginning of contract) |
| Salary & Benefits | <ul style="list-style-type: none"> • USD 1,800-2,000 per month depending on experience • Health, Dental and Accidental Insurance |
| Closing Date | 20 November 2012 |
| Interview Dates | 26-30 November 2012 |

About the Organisation

As a membership-based regional human rights organisation, FORUM-ASIA works to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia. FORUM-ASIA presently has 49 member organisations across 17 countries in Asia. Founded in 1991, FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia; where all human rights of all individuals, groups and peoples—in particular, the poor, marginalised and discriminated people—are fully respected and realised in accordance with internationally accepted human rights norms and standards. FORUM-ASIA, as a NGO in Consultative Status with the United Nations, advocates human rights issues through engagement with governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights.

Duties and Responsibilities

ASEAN Advocacy Programme provides support for and facilitates communication and cooperation among member organisations in Southeast Asia on human rights related issues in the Association for Southeast Asian Nations (ASEAN) in general, and on the ASEAN Intergovernmental Commission on Human Rights (AICHR) in particular. In addition, the Program conducts and coordinates thematic and country campaigns and advocacy at the Southeast Asia level, in cooperation with other related programmes within the Secretariat. The ASEAN Advocacy Manager will be operating from Jakarta. The Manager is responsible for the overall management of the Jakarta office, the ASEAN Advocacy Program and the enhancement of the synergy of ASEAN Advocacy Program with different projects/programmes within FORUM-ASIA.

Reporting directly to the Executive Director (ED), the ASEAN Advocacy Programme Manager will develop and implement FA's overall campaign and advocacy strategies to respond to the human rights situation/challenges in the Southeast Asia region, in particularly on the AICHR. In addition, the ASEAN Advocacy Programme Manager is also expected to supervise a team of programme officer(s) and associates. The ASEAN Advocacy Programme Manager shall:

1. Be responsible for the overall management of the office in Jakarta.
2. Be responsible for the ASEAN Advocacy programme management: Planning and Budgeting, Monitoring and Evaluating, and Reporting.
3. Be in charge of the implementation and coordination of the programme and project(s) under his/her responsibility.
4. Be responsible for the management of staff team in Jakarta office.
5. Monitor regularly and respond to human rights initiatives and issues within ASEAN and respond whenever necessary.
6. Maintain close communication and cooperation with member and partner organisations on human rights related issues in ASEAN.

7. Organise forums, trainings, meetings, diplomatic briefings, press conference in cooperation with other programmes and partners concerned.
8. Maintain close contacts and engagement with ASEAN Secretariat, member states of ASEAN and diplomatic community in Jakarta as well as in the region.

Basic Qualifications and Selection Criteria

Education

1. Bachelors degree or higher in the field of human rights or a related subject such as law, politics, social science, international relations, development and Asian studies

Competence:

1. Mature personality; ability to lead a team and work in a multicultural and demanding working environment with cross program coordination
2. Excellent leadership and program/ project management skills
3. Self-motivated, positive attitude, strategic thinking and multi-tasking ability
4. Ability to work under pressure and manage team deadlines

Experience:

1. Minimum five years work experience in the field of human rights—preferably both national and regional/international NGOs in the field of human rights
2. Preferably a minimum of three years work experience in organisation/programme/project management in a regional/international NGO
3. In-depth understanding about the overall socio-political situation as well as human rights situation in Southeast Asia
4. Good knowledge of ASEAN in terms of its context, operation, contributions and limitations on human rights discourse
5. Preferably good understanding about the history and work of FORUM-ASIA.

Skills:

1. Good communication and public presentation skills in English.
2. Excellent report writing ability in organisational strategizing and planning using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools
3. Good advocacy and lobby skills with various stakeholders (government officials, diplomats, NGOs, NHRIs, media etc.)
4. Excellent analytical and synthesis abilities
5. Good computer and internet skills

Application Procedure

Those who are interested in the job are requested to fill in the **Job Application Form** and return the form by email **together with a self-introduction letter and two recommendation letters** to: applications@forum-asia.org **before 20 November 2012**. The successful candidate will be contacted for an interview to be conducted in Bangkok between 26-30 November 2012. The interview may include a written test or practical test.