

Job Announcement

Position	East Asia (EA) Programme Officer
Location	Bangkok, Thailand
Employment Duration	Two years starting 01 June 2014 subject to a three---month probationary period, contract renewable
Salary & Benefits	USD 15,600 per annum (36,000 THB per month + 13th month), may vary according to levels of education & experience Health, Dental and Accident Insurance
Closing date	15 June 2014
Interview Dates	22 - 23 May 2014

About the Organisation

As a regional membership---based 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 an 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

Reporting directly to the Country Program Manager (East and South Asia), the East Asia (EA) Programme Officer will develop and implement FA's overall campaign and advocacy strategies to respond to the human rights situation/ challenges in the South Asia region as part of Country program

The EA Programme Officer shall:

1. Be responsible for sub---regional programme management: Planning and Budgeting, Monitoring and Evaluating, and Reporting,
2. Be in charge of the implementation and coordination of the programme and project(s) under his/her responsibility to include Membership Services and Development in East Asia,
3. Monitor regularly and respond to human rights situation and issues in East Asia whenever necessary,
4. Communicate with member and partner organisations and respond to their requests,
5. Organise forums, trainings, meetings in cooperation with other programmes concerned,
6. Organise fact---finding missions whenever necessary
7. Visit member and partner organisations regularly and whenever necessary,

8. Prepare public statements, commentaries and/or articles as part of the campaign.
9. Undertake tasks assigned by the Country Manager.

Basic Qualifications and Selection Criteria

Education:

Bachelors degree or higher in the field of human rights and/ or related subjects such as politics, social sciences, international relations, international law, development studies and South East Asia studies.

Competence:

1. Mature personality; ability to work as a team in a multicultural and demanding working environment with cross-programme coordination.
2. Excellent programme/ 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 3 years work experience in the field of human rights—preferably both national and regional/international NGOs in the field of human rights.
2. In-depth understanding about the overall socio-political situation as well as human rights situation in East Asia and good knowledge of the current socio-political situation in Asia
3. Proven in-depth understanding of the actual application and implementation of international human rights instruments in a variety of situations.
4. Preferably good understanding about the history and work of FORUM-ASIA.
5. Knowledge in the workings of UN Human Rights Council and its mechanisms is an added advantage.

Skills:

1. Good communication and public presentation skills in English.
2. Excellent report-writing ability in organisational strategising and planning using Results 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. Familiar and equipped with some research methodology skills is an added advantage.
6. Good computer and internet skills.

Application Procedure

Please fill in the **FORUM-ASIA Job Application Form** and send it by email **together with a cover letter and two recommendation letters** (*one from one of the member organisations of FORUM-ASIA*) to:

applications@forum-asia.org before 15 June 2014