

**Job Announcement**

<b>Position</b>	<b>Communication Officer; Information, Communication and Publication (ICP) Programme</b>
<b>Location</b>	<b>Bangkok, Thailand</b>
<b>Employment Duration</b>	<b>Two years starting 1 April 2014 subject to a three-month probationary period, contract renewable</b>
<b>Salary &amp; Benefits</b>	<b>USD 15,600 per annum (THB 36,000 per month + 13th month) Health, Dental and Accident Insurance</b>
<b>Closing date</b>	<b>17 March 2014</b>
<b>Interview Dates</b>	<b>20-21 March 2014</b>

**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 47 member organisations across 16 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 ICP Programme Manager, the Communication Officer will implement the departmental work plan and the 2014-18 Strategic Plan to maximise the impact of FORUM-ASIA through effective communication strategies. The Communication Officer shall:

1. Coordinate closely with relevant programmes in FORUM-ASIA's Bangkok, Geneva and Jakarta offices to produce communication outputs such as visibility materials, press materials, publications, and online tools
2. Communicate the mission, vision, values and activities of FORUM-ASIA throughout the region
3. Develop and cultivate strong media relationships with local, regional and international media
4. Provide communication and editorial support as necessary
5. Advise on the use of appropriate media channels and provide strategic solutions to communication challenges
6. Distribute FORUM-ASIA public information via mainstream and alternative media channels in addition to the existing mailing lists
7. Maintain FORUM-ASIA website including preparing and updating content in close coordination with the webmaster
8. Perform any other tasks as required

## **Basic Qualifications and Selection Criteria**

### **Education:**

Bachelor's degree or higher in international relations, social science, communication, journalism, or any other relevant field and/or equivalent professional experience

### **Experience:**

1. Minimum of three years' professional experience in the field of communication or a related human rights field preferably at the national, regional and/or international levels
2. Well versed in all aspects of organisation communication and media relations
3. Understanding of the overall socio-political situation as well as human rights situation in Asia
4. Familiarity with aspects of online communication including web development and social media

### **Skills:**

1. Excellent interpersonal and communication skills both in oral and written English
2. Creative/journalistic writing skills and a creative approach to communications
3. Ability to harness and maintain good relations with internal and external stakeholders
4. Strong research and analytical skills and the ability to rapidly analyze and integrate diverse information from varied sources

### **Competence:**

1. Mature personality; ability to work in a multicultural and demanding working environment with cross programme coordination
2. Self-motivated, positive attitude, strategic thinking and multi-tasking ability
3. Team player

## **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](mailto:applications@forum-asia.org) before 17 March 2014**

Short-listed candidates will be contacted for an interview to be conducted in Bangkok or by Skype between 20-21 March 2014. The interview may include a written or practical test.