

**Job Announcement**

<b>Position</b>	<b>Communication Officer</b>
<b>Location</b>	<b>Bangkok, Thailand</b>
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>• <b>Two years, contract renewable subject to successful performance evaluation.</b></li> <li>• <b>Subject to 3 months probation at the beginning of contract</b></li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• <b>A competitive salary between THB30,000 to THB35,000 will be offered according to the successful candidate's experience and qualifications</b></li> <li>• <b>Health and Accidental Insurance</b></li> </ul>
<b>Closing date</b>	<b>15 June 2012</b>
<b>Interview Dates</b>	<b>After 15 June 2012</b>

**About the Organisation**

FORUM-ASIA presently has 49 member organisations across Asia. 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 among human rights defenders and organisations in Asia.

Founded in 1991, FORUM-ASIA is committed to building an alternative society that is peaceful, just, equitable and ecologically sustainable; 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 UN, also advocates human rights issues through engagement with governments, inter-governmental organisations and the UN for better promotion and protection of all human rights.

FORUM-ASIA presently has 49 member organisations in 17 countries in South Asia, Southeast and Northeast Asia and its regional Secretariat is located in Bangkok, Thailand

**Duties and Responsibilities**

Reporting to the Deputy Executive Director (ED), the Communication Officer shall:

**Common Tasks**

- Oversee the production of FORUM-ASIA's e-Newsletter.
- Initiate and/maintain FORUM-ASIA's programme specific or thematic e-newsletters in cooperation with relevant programme staff.
- Develop public communication strategies
- Coordinate the distribution of FORUM-ASIA's public information via mainstream and alternative media channels as well as other relevant civil society e-groups and emailing lists.
- Coordinate and maintain, including writing and editing, articles for FORUM-ASIA's website and upload articles on the web.
- Edit and proof-read FORUM-ASIA documents such as press statements, publications.
- Develop, maintain, constantly improve and ensure staff complies with FORUM-ASIA's writing and editing guidelines and house-style.

**Basic Qualifications and Criteria**

**Education:**

Bachelor's degree or higher in communication, journalism, publishing or equivalent work experience;

And/or

Bachelor's degree or higher in the field of human rights or related subjects such as politics, social sciences, international relations, international law, development studies or Asian studies.

**Competence:**

1. Mature personality; ability to work in a multicultural setting and demanding working environment with cross programme coordination.
2. Self-motivated, disciplined, positive attitude, flexibility in thinking and multi-tasking ability.
3. Ability to work under pressure and manage team's deadlines.
4. Understanding the need and use of best practices for storage and management of online content.
5. Strong technical aptitude and expertise with MS office tools (including knowledge of Microsoft Office suite of products: Word, Excel, PowerPoint)
6. Outstanding editing skills including excellent knowledge in proper grammar and punctuation, and willingness to comply with FORUM-ASIA's house-style.
7. Ability to write or re-write articles which are concise, compelling and in line with FORUM-ASIA's perspective.
8. Abilities to work in a team, train and supervise new associates (interns/volunteers) with clarity regarding output quality and deadline.
9. Ability to do basic graphic design and publication layout would be an advantage.

**Experience:**

1. Minimum 3 years work experience in the field of communications or a related human rights field—preferably both national and regional/international.
2. Preferably a minimum of three years work communication/editorial experience in organisation/programme/ project management in a regional/ international NGO.
3. Well versed in all aspects of organisation communication and media relations.
4. Familiarity with aspects of online communications including web development and writing for the web.
5. Understanding about the overall socio-political situation as well as human rights situation in Asia.

**Skills:**

1. Excellent interpersonal and communication skills both in oral and written English.
2. Excellent editing skills.
3. Strong communication, research and analytical skills and the ability to rapidly analyse and integrate diverse information from varied sources.
4. Excellent creative/journalistic writing skills and a creative approach to communications.

5. Strong ability to harness and maintain good relations with media agencies and other relevant institutions and civil society organisations.

### **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** (*one from one of the member organisations of FORUM ASIA*). Contact details of FORUM-ASIA's member organisations can be obtained at [www.forum-asia.org](http://www.forum-asia.org). Kindly send your application to:

**[applications@forum-asia.org](mailto:applications@forum-asia.org) before 15 June 2012**

The successful candidate will be contacted for an interview to be conducted in Bangkok after 15 June 2012 and the interview may include a written or practical test.