

Job Announcement

Position	East Asia (EA) Programme Associate
Location	Bangkok, Thailand
Employment Duration	Two years, contract renewable Subject to 3 months probation at the beginning of contract
Salary & Benefits	<ul style="list-style-type: none"> • A competitive salary in local currency between THB21,000 to THB28,000 depending on successful candidate's experience and qualifications • Health and Accidental Insurance
Closing date	15 June 2012
Interview Dates	After 15 June 2012

About the Organisation

FORUM-ASIA presently has 49 member organisations in 17 countries in South Asia, Southeast and Northeast Asia; its regional Secretariat is located in Bangkok, Thailand. 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, advocates human rights issues through engagement with governments, inter-governmental organisations and the UN for the better promotion and protection of all human rights.

Summary of the Programme

East Asia Programme, as one of the two sub-regional country programmes, provides support for and facilitates communication and cooperation among member organisations in East Asia (Combination of Northeast Asia and Southeast Asia). In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy at the East Asian level, focusing on freedom of expression, assembly and association, democratization and economic, social and cultural rights, in cooperation with other related programmes within the Secretariat.

The EA Programme Associate is tasked to enhance the synergy of different projects/programmes within East Asia as well as inter-programme coordination within the Secretariat and with members for effective advocacy, campaigning and networking.

Duties and Responsibilities

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

The EA Programme Associate shall:

1. Be responsible for sub-regional programme management: Planning and Budgeting,

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Webpage: <http://www.forum-asia.org>, Email: info@forum-asia.org

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 for FORUM-ASIA publications.

Basic Qualifications and Criteria

Education:

Bachelors degree or higher in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies or South 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 1-2 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 South 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 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. Familiar and equipped with some research methodology skills is an added advantage.
6. 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 before 15 June 2012 **together with a self-introduction 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)

You can get contact details of FORUM-ASIA's member organisations at www.forum-asia.org

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