

## Job Announcement

<b>Position</b>	<b>Planning, Monitoring and Evaluation (PME) Manager</b>
<b>Location</b>	<b>Bangkok, Thailand</b>
<b>Employment Duration</b>	<b>Starting from 15 January 2014 2 years, contract renewable (Subject to a three-month probationary period at the beginning of contract)</b>
<b>Salary &amp; Benefits</b>	<b>USD 26,000 per annum (USD 2,000 per month + 13<sup>th</sup> month) Health, Dental and Accidental Insurance</b>
<b>Closing Date</b>	<b>15 December 2013</b>
<b>Interview Dates</b>	<b>18-20 December 2013</b>

### 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

Within the policy and procedure manuals and guidelines of FORUM-ASIA, and under the overall guidance of the Executive Director and the Deputy Executive Director, the PME Manager oversees the delivery of multiple tasks to optimally achieve the programmes goals. The PME Manager supports day-to-day implementation and monitoring of programme interventions of FORUM-ASIA at all levels. The tasks include:

#### 1. Develop Planning, Monitoring, Evaluation (PME) and Reporting systems

- Review the existing PME and reporting systems and develop an action plan for further improvement
- Organise training workshops for staff to enhance their capacity on project management and assist staff in institutionalising the PME system in their regular work
- Assist FORUM-ASIA member organisations in developing effective PME system

#### 2. Assist in developing Organizational Strategic Action Plan (OSAP) and annual work plans

- Collect necessary information and data for Management Team in developing OSAP
- Assist programme staff in developing annual work plan in line with OSAP

#### 3. Monitor the program implementation in line with annual work plan including members

- Document and analyse mission proposals, mission reports, program progress monthly/quarterly reports to ensure its consistency and coherence with the annual work plan
- Read and analyse activity reports from member organisations
- Monitor staff regular update in relevant sections in intranet and shared folder

#### 4. Evaluate the outputs and outcomes of programme implementation in line with OSAP and annual work plans

- Assess staff mission reports and program progress reports against relevant indicators in line with OSAP and annual work plans

### 5. Produce organizational reports

- Consolidate activity reports regularly from programmes for organisational reporting
- Compile organisational reports as required by Management Team, Executive Committee and donors

### Basic Qualifications and Selection Criteria

1. Bachelors degree or higher in the field of human rights, a related subject such as law, politics, social science, international relations, development and Asian studies, or programme management
2. More than 5 years relevant experience working in the area of project/programme management in the field of human rights and development with emphasis on planning, monitoring and evaluation
3. Excellent writing skills in in English; Fluency in one Asian language
4. Computer literacy in MS Word, Excel, PowerPoint, Project, Visio and internet navigational skills
5. Strong organisational, communication and interpersonal skills
6. Awareness of local context and cultural sensitivity is a must

### 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*) to:

[applications@forum-asia.org](mailto:applications@forum-asia.org) before **15 December 2013**.

The successful candidate will be contacted for an interview to be conducted in Bangkok or by Skype between 18-20 December 2013. The interview may include a written test or practical test.