

Job Announcement

Position	Deputy Executive Director
Location	Bangkok, Thailand
Employment Duration	Two years starting 15 May 2014 subject to a three-month probationary period, contract renewable
Salary & Benefits	USD 46,800 per annum (108,000 THB per month + 13th month) Health, Dental and Accident Insurance
Closing date	30 April 2014
Interview Dates	6-7 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 Executive Director (ED), the Deputy Executive Director (DED) will function as the assistant to Executive Director and represent the Secretariat when the ED is not available.

The Deputy Executive Director (DED) shall:

1. As a member of management Team (MT) composed of the ED, DED and Department Manager(s), the DED will be responsible for the management of the Secretariat, including financial management.
2. The DED will be responsible for Programme Planning, Monitoring and Evaluation (PME), including the evaluation of programme implementation and performance.
3. The DED will be responsible for the management of human resources, including staff recruitment, performance monitoring and evaluation.
4. The DED will assist the ED in maintaining external relations with the Exe-Com, members, partners, as well as donors.

Basic Qualifications and Selection Criteria

Education:

1. 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 Asian studies; or
2. Bachelor Degree or higher in public relations, non-profit management or equivalent work experience.

Competence:

1. Mature personality; capable of building and maintaining a dynamic and effective multi-cultural staff of 20-25 people and fostering secretariat team work.
2. Excellent leadership and organisational/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 of 11 years practical experience in the field of NGOs - preferably both national and regional/international NGOs in the field of human rights in Asia.
2. Preferably a minimum of three years work experience in organisational /programme/ project management in a regional /international NGO.
3. In-depth understanding about the overall socio-political situation as well as human rights situation in Asia.
4. Proven in-depth understanding of the actual application and implementation of international human rights instruments in a variety of situations.
5. Preferably good understanding about the history and work of FORUM-ASIA.
6. 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. 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 30 April 2014

Short-listed candidates will be contacted for an interview to be conducted in Bangkok or by Skype on 8 April 2014. The interview may include a written or practical test.

