

Internship Announcement

Position	ASEAN Programme Intern
Location	Jakarta, Indonesia
Internship Duration	maximum 6 months, starting immediately
Remuneration	A modest stipend of USD 450 a month
Closing date	20 August 2017, midnight Bangkok Time (UTC+7)
Interview Dates	
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) works to promote and protect human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia and beyond. FORUM-ASIA is a network of 58 members in 19 countries, as of January 2016, across Asia.</p> <p>FORUM-ASIA ASEAN Programme provides support for and facilitates communication and cooperation among member organisations in Southeast Asia countries on human Rights related issues within ASEAN's human rights mechanisms (i.e., the ASEAN Intergovernmental Commission on Human Rights (AICHR) and the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC).</p>	
General Tasks and Activities of Internship	
<ul style="list-style-type: none"> • Monitor human rights mechanism in ASEAN; • Support research on ASEAN human rights mechanism; • Assist in programme work/ documentation/compilation/administrative work; • Assist in organising or preparing for campaigns or events; 	
Qualifications and requirements	
<ul style="list-style-type: none"> • Bachelor's degree or advanced degree in international law, political/social sciences or relevant field; • Some practical knowledge about international human rights standards, mechanisms and practices; • Some experience in organising or planning meetings/conferences or campaigning; • Good drafting and research skills; • Excellent level of written and spoken English; • Proficiency with computers; • Ability to multi-task, solve problems, and work in a multicultural team; and • Ability to work under pressure and meet team deadlines. 	
Specific Tasks under the ASEAN Programme	

Regional Office: S.P.D. Building, 3 rd floor, 79/2 Krungthonburi Road, Khlong Ton Sai,
Khlong San, Bangkok 10600, Thailand

Tel: +66 (0)2 108 2643-45 Fax: +66 (0)2 108 2646

International Office: Rue de Varembé 1, 2 nd Floor, 1202 Geneva, Switzerland

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

- Monitor ASEAN human rights mechanism and issues on repressive laws, freedom of assembly and association, extrajudicial killing, shrinking space of civil society, among others;
- Assist in updating information on website;
- Assist in drafting urgent appeals and official letters to be sent to relevant UN Special Procedures and other key regional and international mechanisms

Application Procedures

Interested applicants must submit the following:

- A copy of your completed [Internship Application Form](#);
- A resume and a cover letter (**Both in PDF file**) explaining interest in a specific programme or project.

Completed applications must be sent by email to FORUM-ASIA at internship@forum-asia.org by **20 August 2017, midnight Bangkok Time (UTC +7)**, stating “**ASEAN Programme Internship Application**” in the subject line. Please note that **late applications will not be considered**.

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