

Job Announcement

Position	Advocacy and Management Internship
Location	Bangkok, Thailand
Internship Duration	6 months, starting from 15 March 2017
Remuneration	A modest stipend of USD 450 a month
Closing date	20 February 2017, midnight Bangkok Time (UTC+7)
Interview Dates	27-28 February 2017
About the Organisation	
<p>The SMT is a collective leadership model responsible for the oversight of the FORUM-ASIA Secretariat and the programmes of FORUM-ASIA in line with its Statutes, By-Laws, and other policies including its Gender Policy, Environment Impact Policy as well as the Staff Rules and Regulations (SRR), Financial Rules and Regulations (FRR) and decisions of the Executive Committee (EC) and the General Assembly.</p>	
General Tasks	
<p>Assist the Senior Management Team (SMT), in particular the Executive Director, with all aspects of policy advocacy, coordination, and management functions.</p>	
Specific Tasks	
<ul style="list-style-type: none"> ▪ Assist the Executive Director in drafting concept notes, preparing meeting minutes, and following up on communication with stakeholders in relation to advocacy and management functions of FORUM-ASIA; ▪ Undertake documentation and research on issues related to human rights, democracy and development, and prepare updates and briefing notes; ▪ Assist with contact and information management; ▪ Assist the SMT in organising events or preparing for specific campaigns; and ▪ Assist the SMT in admin and relevant Secretariat work. 	
Basic Qualifications and Criteria	
Education:	
<ul style="list-style-type: none"> ▪ Bachelor's degree or higher in the field of human rights, development studies or management. 	
Competence:	
<ul style="list-style-type: none"> ▪ Excellent leadership qualities with an ability to work in a multi-cultural context; ▪ Ability to undertake documentation and research; ▪ Strong analytical skills; ▪ Accuracy and an eye for detail; ▪ Excellent communication and writing skills in English; and ▪ Ability to learn continuously and coordinate with different stakeholders. 	
Experience:	
<ul style="list-style-type: none"> ▪ Prior experience of work in relevant areas will be an asset; ▪ Familiarity working with non-profit environments; ▪ Familiarity with standard IT packages and donor database management. 	
Application Procedures	
<p>Interested applicants must submit the following:</p> <ul style="list-style-type: none"> ▪ Completed Internship Application Form; 	

- A resume and cover letter (both in .pdf files) explaining why you are interested in the position.

Complete applications should be sent to FORUM-ASIA at internship@forum-asia.org and admin@forum-asia.org before **20 February 2017**, midnight Bangkok Time (UTC+7), with subject: Application for Advocacy and Management Internship. Late applications will not be considered.