

**Job Announcement**

<b>Position</b>	ASEAN Programme Associate
<b>Location</b>	Jakarta, Indonesia
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>• Start date: 25 September 2017</li> <li>• 2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• A competitive salary from USD 25,935 gross per annum</li> <li>• Health, Dental, and Accident Insurance</li> </ul>
<b>Closing date</b>	23 August 2017, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	31 August – 1 September 2017
<b>About the Organisation</b>	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.</p> <p>At present, it has 58 member organisations across 19 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.</p> <p>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 peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It 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.</p> <p>FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
<b>Summary of the Programme</b>	
<p>The East Asia and ASEAN Programme provides support for and facilitates communication and cooperation among member organisations in Southeast Asia and Northeast Asia on human rights related issues and 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)). In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy in cooperation with other related programmes within the Secretariat, focusing on freedom of expression, association, assembly, and democratisation.</p>	
<b>Duties and Responsibilities</b>	
<p>Reporting directly to the East Asia and ASEAN Programme Manager, the ASEAN Programme Associate will assist the development of and implement FORUM-ASIA's overall campaign and advocacy strategies to respond to the human rights situation/challenges in the ASEAN countries through the ASEAN platforms.</p>	

In particular the ASEAN Programme Associate shall perform the following duties:

1. Assist in programme management (planning and budgeting, implementation, monitoring and evaluating, and reporting);
2. Support the implementation of the East Asia and ASEAN Programme, in particular the ASEAN advocacy and provide administrative support for its activities;
3. Maintain the Human Rights in ASEAN Online Platform, update the website, and develop a mechanism to enhance outreach;
4. Monitor the human rights situation in the ASEAN region;
5. Identify commitments and activities derived from various meetings of the ASEAN human rights mechanisms;
6. Support the development of common advocacy positions and collaborative activities on key issues in the region for joint advocacy;
7. Assist in the organisation of forums, trainings, meetings, etc., in cooperation with other programmes concerned as required;
8. Liaise and maintain networks with partners and regional organisations;
9. Follow-up on action points from CSOs' and partners' meetings;
10. Prepare public statements, commentaries, and/or articles for FORUM-ASIA publications;
11. Contribute to the regular monitoring and evaluation of the programme's plans and budgets;
12. Produce and coordinate the production of reports on missions under the programme;
13. Other tasks as assigned by the East Asia and ASEAN Programme Manager.

#### **Basic Qualifications and Essential and Desirable Selection Criteria**

##### **Essential selection criteria:**

1. Bachelor's 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 Southeast Asian studies.
2. Minimum 1-2 years work experience in the field of human rights.
3. Understanding of the overall socio-political situation as well as human rights situation in ASEAN and good knowledge of the current socio-political situation in Asia.
4. Understanding of the actual application and implementation of international human rights instruments in a variety of situations.
5. Ability to work successfully as a team member in a multicultural and demanding working environment with cross-programme coordination.
6. Project co-ordination skills.
7. Ability to work under pressure, multi-task and manage team deadlines.
8. Good advocacy and lobbying skills with various stakeholders (government officials, diplomats, NGOs, NHRIs, media, etc.).
9. Analytical skills.
10. Good communication skills in English.
11. Good report-writing skills.
12. Good IT skills.

##### **Desirable selection criteria:**

1. Experience of working in national or regional/international NGOs in the field of human rights.
2. Good understanding about the history and work of FORUM-ASIA.
3. Knowledge in the workings of UN Human Rights Council and its mechanisms
4. Understanding of research methodology.

#### **Application Procedures**

Applicants are requested to fill in the [Job Application Form](#) and send it by email **together with a**

**self-introduction letter, two recommendation letters, and information on their eligibility to work in Jakarta, Indonesia** to [applications@forum-asia.org](mailto:applications@forum-asia.org) before **23 August 2017**, midnight Bangkok Time (UTC+7), stating “ASEAN Programme Associate Application” in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview after 30 August 2017. The selection process may include a written or practical assessment.