

## Job Announcement

<b>Position</b>	East Asia and ASEAN Programme Manager
<b>Location</b>	Jakarta, Indonesia
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>Starting from 15 June 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>USD 41,580 per annum gross (USD 3,465 per month + 13<sup>th</sup> month)</li> <li>Health, Dental, and Accidental Insurance</li> </ul>
<b>Closing date</b>	24 May 2017, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	From 2 June 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> <p>The East Asia and ASEAN Programme Manager will be based in Jakarta, Indonesia, and is responsible for the overall management of the Jakarta office and the enhancement of the synergy of different projects/programmes within the Programme, as well as inter-programme coordination within the Secretariat and with members for effective advocacy, campaigning, and networking.</p>	

## **Duties and Responsibilities**

Reporting to the Senior Management Team (SMT), the East Asia and ASEAN Programme Manager shall do the following:

### **1. Programme Management and Coordination**

- a. Be responsible for the overall management of FORUM-ASIA's office in Jakarta;
- b. Supervise a team composed of programme officer(s), associate(s), consultant(s), and fellows/interns, and ensure quality of Programme's delivery;
- c. Lead regular Programme team meetings and implement decisions as agreed;
- d. Report regularly to the SMT about any development vis-à-vis the Programme;
- e. Coordinate with other programmes on Programme-related and other organisational activities;
- f. Facilitate inter-member coordination vis-à-vis programme implementation at all levels;
- g. Maintain a cordial and strategic working relationship with intergovernmental bodies (i.e., ASEAN and United Nations) on behalf of FORUM-ASIA; and
- h. Maintain close contacts and engagement with relevant networks of civil society organisations, diplomatic missions, media, and other relevant stakeholders.

### **2. Planning and Budgeting**

- a. Lead the programme and budget planning process of the East Asia and ASEAN Programme;
- b. Revise and update the plan periodically in light of field performance and effectiveness;
- c. Assist in overall organisational planning, including budgets; and
- d. Assist the SMT in drafting concept notes and proposals related to the Programme.

### **3. Programme Implementation**

- a. Lead and coordinate the implementation of activities in a cost-effective way;
- b. Conduct regional advocacy and campaigns on related thematic areas and ASEAN human rights mechanisms;
- c. Organise, facilitate, and participate in missions as necessary and planned; and
- d. Assist the SMT in developing and/or expanding and implementing other thematic issues relevant to the Programme.

### **4. Monitoring, Evaluation and Reporting**

- a. Lead and coordinate regular monitoring and evaluation of the programme's plans and budgets;
- a. Develop periodic programme reports within a results-based monitoring and evaluation framework against the annual work plan and budget and as per donor requirements;
- b. Produce and coordinate the production of reports on missions under the programme; and
- c. Conduct performance management and evaluations of team members.

### **5. Participation and Representation**

- a. Participate in the Executive Committee meetings when required, and sub-regional forums organised by members; and
- b. Represent the Secretariat in other relevant meetings, forums, platforms, and processes both at regional and international levels.

### **6. Other Tasks**

- a. Implement other relevant tasks and activities as assigned by the SMT.

## Basic Qualifications and Criteria

### Education:

Masters degree in the field of human rights or a related subject such as human rights, politics, social sciences, international relations, international law, development studies, or Asian studies.

### Selection Criteria: Essential

- A minimum of seven years of experience in the field of human rights – preferably with national and regional/international NGOs working in the field of human rights;
- In-depth understanding of the overall socio-political situation as well as the human rights situation in Southeast Asia and Northeast Asia;
- In-depth knowledge of ASEAN in terms of its context, operation, contributions, and limitations on the human rights discourse;
- In-depth understanding of the actual application and implementation of international human rights instruments in a variety of situations;
- Good relationship building, advocacy and lobbying skills with various stakeholders (e.g., ASEAN, government officials, diplomats, NGOs, NHRIs, media etc.);
- Excellent report writing ability and organisational strategising and planning, using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools;
- Excellent analytical and synthesis abilities;
- Excellent written and oral English communication skills;
- Ability to lead a team and collaborate with others in a multicultural and demanding working environment with cross-programme coordination; and
- Strong intrinsic motivation and positive attitude

### Selection Criteria: Desirable

- Good understanding of the history and work of FORUM-ASIA;
- Experience in programme management in regional/international NGOs in Asia; and
- Ability to facilitate forums/workshops and manage group activities.

## Application Procedures

Applicants should fill in the [Job Application Form](#) and return the form by email **together with a self-introduction letter and two recommendation letters** to [applications@forum-asia.org](mailto:applications@forum-asia.org) before **24 May 2017**, midnight Bangkok Time (UTC+7), stating **“East Asia and ASEAN Programme Manager Application”** in the subject line. Late applications will not be considered.

Shortlisted candidates will be contacted for an interview to be conducted in Bangkok or by Skype. The interview may include a written or practical assessment.