

Job Announcement

Position	Human Rights Defenders (HRD) Programme Manager
Location	Bangkok, Thailand
Employment Duration	From date of appointment to December 2016 Subject to a 3-month probation at the beginning of contract
Salary & Benefits	<ul style="list-style-type: none"> • USD 39,000 per annum (3,000 USD per month + 13th month), may vary according to candidate's experience and qualifications • Health, dental and accident insurance
Closing date	30 June 2015
Interview Dates	After 6th July 2015
About the Organisation	
<p>FORUM-ASIA presently has 47 member organisations across Asia. Its regional Secretariat is located in Bangkok, Thailand and has offices in Jakarta and Geneva.</p> <p>As a membership-based regional 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.</p> <p>Founded in 1991, FORUM-ASIA is committed to building a peaceful, just, gender-equal, 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.</p> <p>FORUM-ASIA, as an NGO in Consultative Status with the UN, advocates human rights issues through engagement with governments, inter-governmental organisations and the UN for the better promotion and protection of all human rights.</p>	
Duties and Responsibilities	
<p>The Human Rights Defenders (HRD) Department advocates and campaigns for the protection of HRDs in Asia; provides support to HRDs at risk, including legal aid, trial observation and emergency support; facilitates cooperation and solidarity among HRDs in Asia; and conducts trainings to build capacity of Asian HRDs. The HRD Department encourages and provides assistance to national networks of HRDs with the view to build a stronger defence of human rights at national level which are linked to the regional HRD network to enhance the impact of advocacy and campaigns in support of HRDs in Asia. Reporting to the designated member of the Senior Management Team (SMT), the HRD Programme Manager will develop and implement FORUM-ASIA's overall campaign and advocacy strategies to respond to the situation and challenges of HRDs in Asia. In addition, the HRD Programme Manager is also expected to supervise a team of programme officer(s), associate(s), and fellow(s)/intern(s).</p> <p>The HRD Programme Manager shall:</p> <ol style="list-style-type: none"> 1. Provide strategic leadership to the HRD Department, in terms of programme planning and budgeting, monitoring and evaluating, and reporting. 	

2. Coordinate and implement the programme and project(s) under his/her responsibility. These include:
 - a. Coordinating the Protection Plan for HRDs at risk;
 - b. Managing the work under the Lifeline Embattled CSOs Assistance Fund, fact-finding missions and advocacy awareness campaigns for HRDs at risk;
 - c. Conducting regional advocacy and campaigns on the protection of HRDs;
 - d. Overseeing the Asian Regional Monitoring System (ARMS), which monitors and documents violations against HRDs online for the usage of the Programme's research and public advocacy;
 - e. Providing assistance to national networks of HRDs;
 - f. Organising forums and meetings in cooperation with other Departments concerned;
 - g. Engaging with the Women Human Rights Defenders International Coalition (WHRD-IC) to enhance advocacy and networking as well as to strengthen the work on sexual orientation and gender identity (SOGI) defenders;
3. Monitor regularly and respond to situations and issues of HRDs in Asia, with special attention to HRDs who are at an increased risk of persecution, such as HRDs working on economic, social and cultural rights (ESCR) and HRDs who are supporting victims and communities affected by human rights violations committed by state and non-state actors.
4. Maintain close communication and cooperation with member and partner organisations in supporting the role of HRDs.
5. Maintain close contacts and engagement with CSOs, diplomatic missions, media and other relevant stakeholders.

Basic Qualifications and Criteria

Education:

Bachelor's degree or higher in the field of human rights or a related subject such as law, political and social science, international relations, development or Asian studies.

Competence:

1. Mature personality with ability to work in a multicultural and demanding working environment with cross programme coordination
2. Excellent leadership and programme/ project management skills
3. Self-motivated, positive attitude, strategic thinking and multi-tasking ability
4. Ability to work under pressure and manage competing deadlines
5. Good team player
6. Ability to facilitate forums/workshops and manage group activities

Experience:

1. Minimum seven years' work experience in the field of human rights—preferably both national and regional/international NGOs in the field of human rights
2. Preferably a minimum of three years' work experience in organisation/ programme/ project management in a regional/international NGO
3. In-depth understanding of the overall socio-political situation as well as human rights situation in Asia
4. Good knowledge of the context, operation, contributions and limitations of human rights instruments and discourse

5. Preferably good understanding about the work of FORUM-ASIA.

Skills:

1. Excellent interpersonal and public presentation skills both in oral and written English. Knowledge of at least an Asian language is preferred.
2. Excellent communication and research skills and the ability to rapidly analyse and integrate diverse information from varied sources
3. Strong advocacy and lobby skills and the ability to harness and maintain good relations with various stakeholders such as government officials, diplomats, NGOs, NHRIs, media and other relevant institutions and civil society organisations
4. Strong report writing ability in organisational strategizing and planning using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools
5. Strong technical aptitude and expertise with MS Office tools.

Application Procedures

Interested applicants are requested to fill in the [Job Application Form](#) and return the form by email **together with a self-introduction letter, two recommendation letters, preferably from FORUM-ASIA members/partners and a sample of writing to:**

applications@forum-asia.org before 30 June 2015

You can get contact details of FORUM-ASIA's member organisations at www.forum-asia.org

Only shortlisted candidates will be responded to. The interview will be conducted in Bangkok or by skype starting 6th July 2015. A written test may be required after the interview.