

Job Announcement

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| Position | Executive Director (ED) |
| Location | Bangkok, Thailand |
| Employment Duration | <ul style="list-style-type: none"> • A three-year contract • Starting from 1 October 2016 • Contract renewable is subject to a 3-month probation period and a satisfactory performance assessment |
| Salary & Benefits | <ul style="list-style-type: none"> • USD 69,615 per annum (gross) (to be paid in local currency (Thai Baht) will be offered according to the successful candidate's experience and qualifications • Health, dental and accident Insurance • Other benefits in line with the Staff Rules and Regulations (SRR) and the Financial Rules and Regulations (FRR) |
| Deadline for Application | 15 July 2016 |
| Interview Dates | <ul style="list-style-type: none"> • A panel of experts will conduct a first round of interview among shortlisted applicants between 7 and 15 August 2016. • The Executive Committee will invite the final candidates for a final in-person or Skype interview on 21 and 22 August 2016. |

About the Organisation

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. FORUM-ASIA presently has 58 member organisations across 19 countries in Asia. Founded in 1991, 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 people—are fully respected and realised in accordance with internationally accepted human rights norms and standards. FORUM-ASIA, as an NGO in Consultative Status with the United Nations, 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 (www.forum-asia.org).

Duties and Responsibilities

As the head of the Secretariat, the Executive Director (ED) provides visionary direction and functional leadership to the organisation, together with the Senior Management Team (SMT); oversees the implementation of General Assembly (GA) and Executive Committee (EC) decisions; and effectively manages the Secretariat so that it achieves the organisational goal and objectives. The ED will carry out these tasks in line with the Statutes, By-Laws, policies as well as rules and regulations of FORUM-ASIA under the overall guidance of the EC, and report regularly to the EC through the Chairperson. Specific tasks of the ED include:

1. With regards to Chairperson and Executive Committee (EC)

- a) Implement policy decisions made by the EC and inform the EC of its progress;
- b) Attend the meetings of the EC as an ex-officio Secretary without voting power;
- c) Provide necessary expertise and assistance to the Chairperson and the EC in discharging their mandates;
- d) Manage organisational issues in close consultation with the Chairperson and/or the EC;
- e) Present Secretariat's strategic plan, annual organisational work plan and budget, and regular

activity reports to the EC;

- f) Assist the Chairperson and the EC in preparing for the General Assembly every three years; and
- g) Carry out other tasks entrusted by the Chairperson and the EC.

2. With regards to Membership

- a) Ensure proper implementation of membership policies developed by the GA and EC;
- b) Ensure FORUM-ASIA's progressive engagement with its members in conducting joint missions, programme partnering, sharing of resources and expertise, media work and other areas as necessary;
- c) Ensure proper documentation of activities of all members on issues of common interest and concern, and periodically report on the same to the EC;
- d) Collect and present new membership applications to the EC regularly; and
- e) Provide necessary assistance and support to member organisations in implementing programmes and projects.

3. With regards to Secretariat Management

- a) Provide vision, direction and leadership to FORUM-ASIA's programmes, and other relevant regional and international human rights initiatives;
- b) Oversee the development, implementation and monitoring of organisational strategy and action plans, such as the annual organisational work plan and budget;
- c) Oversee the development and enforcement of systems, procedures and guidelines that are vital to effective and efficient management of the organisation, and ensure their strict implementation and adherence;
- d) Oversee the review and update of existing organisational policies and manuals such as the Staff Rules and Regulations (SRR) and Financial Rules and Regulations (FRR), and present amendments to the EC for approval;
- e) Convene and chair SMT meetings, all staff meetings and other events as necessary, and ensure proper documentation and storage of meeting resolutions;
- f) Lead the year-end assessment/annual planning and mid-year review meetings with the Secretariat;
- g) Ensure professionalism and independence of the Secretariat in implementing programmes and dealing with members, partner organisations and all other stakeholders; and,
- h) Maintain and develop cordial external relations with partner organisations.

4. With regards to Programme Implementation

- a) Monitor and evaluate programme implementation regularly;
- b) Supervise and evaluate performance of Directors and those in managerial positions regularly;
- c) Convene and chair the meetings of Programme Heads regularly; and
- d) Submit all evaluation bases and results as part of the ED report to the EC annually;

5. With regards to Finance and Donors

- a) Analyse and forecast funding needs;
- b) Develop and lead strategic fundraising initiatives on behalf of the EC;
- c) Maintain relations and communications with donors;
- d) Sign all legal documents and contracts on behalf of FORUM-ASIA under the direction of the Chairperson and/or the EC when required;
- e) Supervise administrative and financial management of the organisation; and
- f) Head and conduct regular assessments of finance programmes and personnel, and submit all bases and results as part of the ED report to the EC annually.

[Click here for detailed Job Description.](#)

Basic Qualifications and Selection Criteria

Education

1. Advanced university degree (Masters or equivalent) in the field of human rights or related subject such as political science, social science, international relations, international law, development studies, Asian studies, and/or non-profit management. A combination of relevant academic qualifications and extensive relevant experience may be accepted in lieu of the advanced university degree.

Competence

1. Mature personality; capable of building and maintaining a team of dynamic, effective and multi-cultural secretariat of 25-30 staff members;
2. Excellent leadership and organisational/ programme/ project management skills;
3. Self-motivated, positive attitude, strategic thinking and ability to multi-task and lead a team.

Experience

1. Minimum of 13 years of practical and direct experiences in the field of NGOs – preferably both national and regional/international NGOs in the field of human rights in Asia;
2. A minimum of 7 years of leadership work experience preferably in a human rights organisation/programme/ that relates with regional/international bodies or institutions;
3. In-depth understanding of overall socio-political situation as well as human rights situation in Asia;
4. Proven in-depth understanding of the actual application and implementation of international human rights instruments in a variety of situations;
5. Preferably good understanding about the history and work of FORUM-ASIA.

Skills

1. Outstanding leadership skills combined with a participatory, pro-active management style and strong interpersonal, problem solving, and staff development skills;
2. Good communication and public presentation skills in English;
3. Above average capacity to conduct assessments, write reports, and do organisational strategising and planning;
4. Sound knowledge of results-based management (RBM) or logical framework analysis (LFA) tools;
5. Strong analytical and synthesizing ability; and
6. PC and Internet skills for communications.

Application Procedure

- Those who are interested in the job are requested to 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 before **15 July 2016**.
- Upon receipt of applications, FORUM-ASIA's five-year strategic plan (2016-2020) will be sent to each applicant to review and write a critical essay (within 1,500 words) commenting on strategic direction and priorities discussed in the strategic plan. The essay should be returned to applications@forum-asia.org within a week after receiving the strategic plan.
- Shortlisted applicants will be contacted for a first round of interview to be conducted by a panel of experts between 7 and 15 August 2016.
- Final in-person or Skype interview will be conducted among three final candidates by the Executive Committee on 21 and 22 August 2016.
- The result of the interview will be announced within a week after the final interview.
- The successful candidate is expected to start duty on 1 October 2016.