

Job Announcement for One (1) Director as Members of FORUM-ASIA Senior Management Team (SMT)

Position	Director
Location	Bangkok, Thailand
Employment Duration	Starting date: as soon as available 2 years, contract renewable (Subject to a three-month probationary period at the beginning of contract)
Salary & Benefits	USD 52,000 per annum (4,000 USD per month + 13th month), may vary according to levels of education & experience Health, Dental and Accident Insurance
Closing date	25 July 2015
Interview Dates	28 July 2015

The Asian Forum for Human Rights and Development (FORUM-ASIA) based in Bangkok, Thailand is a membership-based human rights regional organization that works for the promotion and protection of human rights, including the right to development, through collaboration and cooperation between human rights defenders and organizations in Asia. As an NGO with consultative status with the United Nations, it advocates for human rights issues through engagement with governments, inter-governmental organizations and the United Nations for the better promotion and protection of human rights of all. 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 of the poor, marginalized and discriminated – are fully respected and realized in accordance with internationally accepted human rights norms and standards.

FORUM-Asia is looking for one (1) Director to assist the Executive Director as a member of the Senior Management Team (SMT). The SMT is a model of 'collective functional leadership' evolved through a consultative process since the 56th /17th meeting of the Executive Committee of Forum Asia held in Kathmandu, Nepal on September 15-16, 2013. Aimed at making FORUM-ASIA an even more vibrant and a truly membership-based organization, the SMT model of collective functional leadership has been initiated as a resulted-oriented dynamic change process within FORUM-ASIA.

The Senior Management Team, led by the Executive Director, will be responsible for ensuring that the Secretariat functions with full accountability and effectiveness in carrying out its mandate of implementing the General Assembly and Executive Committee decisions under the guidance of the Executive Committee.

Qualification and Experience

The director should have at least 7 years of experience in management level positions in a national, regional and/or international human rights/development organization within the region. They should have at least a Bachelor's degree in the field of human rights and development.

The director should have competencies and experience to address the following needs of FORUM-

ASIA: (1) Strengthening FORUM-ASIA as a membership centric organization working towards building a strong human rights movement in Asia, (2) Raising FORUM-ASIA's visibility through media and other means, (3) Sustaining FORUM-ASIA's organizational resources (Fundraising), (4) Strengthening FORUM-ASIA's capacities in campaigning and advocacy with all its members and partners, (5) Strengthening FORUM-ASIA's internal program, financial and personnel administration, and (6) Monitoring, evaluation and result-based donor reporting.

Applicants should have in-depth knowledge and understanding of the over-all socio-cultural-political situation as well as human rights situation in Asia; and be capable of effectively communicating such knowledge in writing and orally. They should have mature personality and capable of building and sustaining a dynamic multi-cultural staff of 20 or more members.

Membership and employment in any of the member organizations of FORUM-ASIA is preferred. Recommendation from one to two member organizations and/or partner/allied organization is required.

Salary and Benefits

FORUM-ASIA offers a competitive salary package based on candidate's qualifications. Insurance and other benefits are also provided in line with the Staff Rules and Regulations (SRR) and Financial Rules and Regulations (FRR) of the organisation.

Interested applicants should fill up the job application form and send by email together with a self-introduction letter and two recommendation letters to: ***applications@forum-asia.org*** on or before **25 July 2015.**

Interview

Shortlisted applicants will be contacted for an interview to be conducted by the Executive Director and Chair of the Executive Committee and/or his duly designated representative from among the EC Members. The successful candidates will be notified within a week after the interview.