

Job Announcement

Position	Human Rights Defenders (HRD) Programme Officer
Location	Bangkok, Thailand
Employment Duration	Starting from 1 March 2017 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> • USD 28,600 per annum gross (USD 2,200 per month + 13th month) will be offered in local currency (Thai Baht) • Health, Dental and Accidental Insurance
Closing Date	08 February 2017, midnight Bangkok Time (UTC+7)
Interview Dates	16-20 February 2017

About the Organisation

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.

With 58 member organisations across 19 countries in Asia, FORUM-ASIA works on a wide range of issues related to human rights, democracy, and the right to development. Its regional secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.

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, poor, marginalised and discriminated people—are fully respected and realised in accordance with internationally accepted human rights norms and standards. FORUM-ASIA 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.

FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).

Duties and Responsibilities

The Human Rights Defenders (HRD) Programme advocates and campaigns for the protection of HRDs in Asia, provides support to HRDs at risk, including emergency support and trial observation, facilitates cooperation and solidarity among HRDs in Asia, conducts trainings to build capacity of Asian HRDs, and supports national networks of HRDs to build national HRD protection platforms.

Reporting to the Senior Programme Officer, the HRD Programme Officer will develop and implement strategy and action plan for the HRD Programme in line with FORUM-ASIA's overall campaign and advocacy strategies.

Specifically, the HRD Programme Officer shall:

1. Programme Management

- a. Attend regular programme team meetings, and prepare minutes, if required;
- b. Coordinate with other programmes on organisational activities;
- c. Supervise the work of HRD Programme Associate, interns and volunteers as applicable; and
- d. Represent FORUM-ASIA in related meetings and forums on HRDs in consultation with the HRD Senior Programme Officer and SMT.

2. Planning and budgeting

- a. Assist the Director and HRD Senior Programme Officer in developing programme planning, implementation, monitoring and evaluation; and
- b. Draft programme related concept notes and proposals as required.

3. Programme Implementation

- a. Support and assist the implementation of the HRD Programme's Protection Plan for HRDs/WHRDs at risk, namely providing emergency assistance to Asian HRDs/WHRDs under threat.
- b. Draft and produce urgent appeal, press releases, open letters, etc. on cases of HRDs/WHRDs at risk as well as a regular report on human rights defenders in Asia;
- c. Assist in updating human rights defenders database and Asian Human Rights Defenders Portal;
- d. Organise forums, trainings, meetings in cooperation with other programmes concerned; and
- e. Support Programme staff on broader programme initiatives, including thematic research and preparation of programme materials.

4. Monitoring, Evaluation and Reporting

- a. Assist in the overall monitoring and evaluation of organisational plans and budget according to the Annual Work-Plan, Budget and Logframe;
- b. Participate in team evaluations and follow-ups, as well as self-evaluations;
- c. Assist the HRD Programme staff in preparing periodic progress reports: monthly, quarterly, half yearly and annually, as required, in a results-based management framework; and
- d. Produce mission reports, including finance clearance after each mission.

5. Other Tasks

- a. Implement other relevant tasks and activities as assigned by the HRD Senior Programme Officer.

Basic Qualifications and Selection Criteria

Education:

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

Competence:

1. Mature personality with ability to work in a multicultural and demanding working environment with cross-programme coordination;
2. Ability to work under pressure and manage competing deadlines;
3. High-level of self-motivated and positive attitude;
4. Strategic thinking and multi-tasking ability; and
5. Good team player.

Experience:

1. Minimum three years work experience in the field of human right, preferably in the context of both national and regional/international NGOs, with at least two years of experience specific to HRD programme/project in Asia;
2. Work experience with HRDs/WHRDs at risk, including experience of rapid emergency assistance to cases of HRDs/WHRDs at risk;
3. Ability to assess and address the security issues of threatened HRDs/WHRDs and familiarity with physical, digital security issues and tools as well as psycho-social well-being issues;
4. In-depth understanding of the overall socio-political situation and human rights situation in the Asia region, particularly the challenges faced by HRDs/WHRDs;
5. Proven understanding of the actual application and implementation of international human rights instruments in a variety of situations; and
6. Preferably, good understanding of the work and history of FORUM-ASIA.

Skills:

1. Excellent interpersonal and public presentation skills both in oral and in written English;
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 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 organisation;
4. Strong technical aptitude and expertise with MS Office tools; and
5. Knowledge of at least one Asian language (preferred).

Application Procedure

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 and a sample of writing** to applications@forum-asia.org before **08 February 2017**, midnight Bangkok Time (UTC+7)

Only shortlisted candidates will be invited for a Skype interview. Following the interview, a written assessment will be issued as part of a proficiency test.