

Job Announcement

Position	Information, Communication and Publication Internship
Location	Bangkok, Thailand
Internship Duration	6 months, starting from 3 April 2017
Remuneration	A modest stipend of USD 450 a month
Closing date	15 March 2017, midnight Bangkok Time (UTC+7)
Interview Dates	Week of the 20 th March
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) works to promote and protect human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia and beyond. FORUM-ASIA is a network of 58 members in 19 countries, as of January 2016, across Asia.</p> <p>The Information, Communication and Publication (ICP) Programme of FORUM-ASIA works on internal and external communication to maximise the organisational outreach to its members, partners and outside audiences through traditional and social media strategies, publications and other communication tools. The primary role of the programme is to create a larger audience for human rights issues in Asia. The ICP Programme is in charge of maintaining FORUM-ASIA's various communication channels, including its website, e-newsletter, statements and publications. A new field of work of the Programme is digital security.</p>	
General Tasks and Activities of Internship:	
<ul style="list-style-type: none"> • Assist in the regular update of FORUM-ASIA website and social media pages; • Help to strengthen FORUM-ASIA internal and external communication strategies and tools; • Assist in organising FORUM-ASIA media outreach through both traditional and social media; • Assist in admin programme work/basic documentation/compilation; • Attend meetings/trainings/events outside of the Secretariat; and • Any other tasks according to personal capacity and programme needs, including admin and documentation work. 	
Qualifications and requirements	
<ul style="list-style-type: none"> • Bachelor's degree or advanced degree in international law, human rights, political/social sciences, communications or other relevant field; • Some practical knowledge about international human rights standards, mechanisms and practices; • Strong interest in human rights issues in the Asian region; • Some experience in organising or planning meetings/conferences or campaigning; • Good drafting and research skills; • Excellent level of written and spoken English; • Strong communication skills; • Familiar or experience in online communications and background in website management an asset; • Ability to multi-task, solve problems, and work in a multicultural team; and • Ability to work under pressure and meet team deadlines. 	
Application Procedures	
<p>Interested applicants must submit the following:</p> <ul style="list-style-type: none"> ▪ Completed Internship Application Form; 	

- A resume and cover letter (both in .pdf files) explaining why you are interested in the position.

Complete applications should be sent to FORUM-ASIA at internship@forum-asia.org and admin@forum-asia.org before **15 March 2017**, midnight Bangkok Time (UTC+7), with subject: Application for ICP Internship. Late applications will not be considered.