

Job Announcement

Position	Information, Communication and Publication Programme Associate
Location	Bangkok, Thailand
Starting date & employment duration	1 June 2016 for a 1 year contract, including a three month probation period; with possibility for renewal
Salary & Benefits	<ul style="list-style-type: none"> • USD 22,800 per annum (USD 1,900 per month + 13th month) • Health, dental and accident insurance
Closing date	12 May 2016
Interview Dates	After 16 May 2016

About the Organisation and the Programme

The Asian Forum for Human Rights and Development (FORUM-ASIA) is 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, the poor, marginalised and discriminated people—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter-governmental organizations and the United Nations for the better promotion and protection of all human rights.

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. One of the main projects for 2016 will be the 25th Anniversary of FORUM-ASIA, which is being celebrated through a campaign, which includes an online publication, videos, promotional materials and public events.

Duties and Responsibilities

- Take the lead, under the guidance of the Programme Manager, of the development of a digital security policy for the organisation and the network;
- Be an active part in the maintenance of the website and social media pages of FORUM-ASIA;
- Assist in the implementation of the anniversary campaign, both online and offline;
- Be involved with strengthening FORUM-ASIA's 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 on behalf of FORUM-ASIA;
- Any other tasks according to personal capacity and programme needs, including admin and documentation work.

Basic Qualifications and Selection Criteria

Applicants should have:

- Bachelor's degree or advanced degree in international law, political/social sciences, communications or other relevant field;
- 1-2 years experience in the human rights or related fields;
- Practical knowledge about international human rights standards, mechanisms and practices;
- Interest in human rights issues in the Asian region;
- Experience in organising or planning meetings/conferences or campaigning;
- Experience with digital security or related fields;
- 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;
- Ability to work under pressure and meet team deadlines.

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 12 May 2016.**

Late applications will not be considered

Successful candidates will be contacted for an interview to be conducted in Bangkok or via Skype in May 2016. The interview may include a written or a practical test.