

## Job Announcement

<b>Position</b>	Programme Officer New Initiatives and Partnership Development
<b>Location</b>	Bangkok
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>Starting from 15 September 2017</li> <li>2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>USD 30,030 per annum gross</li> <li>Health, Dental, and Accidental Insurance</li> </ul>
<b>Closing date</b>	17 August 2017, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	From 28 August 2017
<b>About the Organisation</b>	
<p>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.</p> <p>At present, it has 58 member organisations across 19 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.</p> <p>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 peoples—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 organisations and the United Nations for the better promotion and protection of all human rights.</p> <p>FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
<b>About the work of the Senior Management Team</b>	
<p>The Senior Management Team (SMT) is a collective leadership model responsible for the oversight of the FORUM-ASIA Secretariat and the programmes of FORUM-ASIA in line with its Statutes, By-Laws, and other policies including its Gender Policy, Environment Impact Policy as well as the Staff Rules and Regulations (SRR), Financial Rules and Regulations (FRR) and decisions of the Executive Committee (EC) and the General Assembly.</p>	
<b>Duties and Responsibilities</b>	
<p>Reporting to the Executive Director (ED), the <i>Programme Officer New Initiatives and Partnership Development</i> will support the development of new projects and initiatives for FORUM-ASIA. The Programme Officer will work closely with the SMT to:</p> <ol style="list-style-type: none"> <li>support the ED and Directors in implementing the new strategy of FORUM-ASIA, particularly in relation to new initiatives and new areas of work;</li> <li>develop regional and international capacity building programmes;</li> </ol>	

3. develop projects for young people and the new generation of Human Rights defenders
4. support the building of a knowledge network in partnership with universities, research institutions and Think Tanks on Human Rights issues;
5. initiate and support new work in the field of Human Rights and Development (focus on SDGs), Human Rights and Business etc.;
6. provide strategy support for South-South initiatives and for the development of strategic partnerships at the global level;
7. support the SMT in resource mobilisation and donor relations;
8. support the ED in communication and coordination with all stakeholders;
9. Offer overall support to the Executive Director and SMT in terms of strategy, advocacy and initiatives of FORUM-ASIA.

#### **Basic Qualifications and Selection Criteria**

##### **Education:**

Master's degree in the field of social sciences, management or related discipline.

##### **Selection Criteria: Essential**

- A minimum of four years of experience in relevant domains and at least two years of international work experience – preferably with regional/international NGOs;
- Sound understanding of the overall socio-political situation as well as the human rights situation in Asia;
- Substantial experience of developing and managing regional or international projects;
- Excellent strategic thinking skills;
- Excellent analytical skills;
- Ability to work well in an intercultural team;
- Good relationship building skills;
- Excellent written and oral English communication skills;
- Strong intrinsic motivation and positive attitude;
- Experience of using MS Office tools.

##### **Selection Criteria: Desirable**

- Good understanding of the history and work of FORUM-ASIA;
- Capacity building experience;
- Knowledge management skills.

#### **Application Procedures**

Applicants 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](mailto:applications@forum-asia.org) before **17 August 2017**, midnight Bangkok Time (UTC+7), stating **“Programme Officer New Initiatives and Partnership Development Application”** in the subject line. Late applications will not be considered.

Please note that only shortlisted candidates will be contacted for an interview to be conducted in Bangkok or by Skype. The interview may include a written or practical assessment.