

Job Announcement

Position	United Nations Advocacy (UNA) Programme Officer
Location	Bangkok/Geneva
Employment Duration	Starting date: 15th of October 2015 15 October 2015 – 31 December 2016 with possibility of further extension, and subject to a satisfactory performance assessment during the three-month probation period
Salary & Benefits	CHF 61,100 per annum (CHF 4,700 per month + 13th month) Health, Accident and Travel Insurance, local transport allowance (50% of one annual transport pass)
Closing Date	6 September 2015

About the Organisation

As a membership-based regional human rights organisation, FORUM-ASIA works to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia. FORUM-ASIA presently has 47 member organisations across 16 countries in Asia. Founded in 1991, FORUM-ASIA is committed to building a peaceful, just, gender-equal, 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—are fully respected and realised in accordance with internationally accepted human rights norms and standards. FORUM-ASIA, as an NGO in Consultative Status with the United Nations, 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.

Duties and Responsibilities

Tentative Division of Task

- 35% Media based advocacy and communication
- 30% Research and documentation
- 35% Human Right advocacy

Task

Among others, the selected candidate will, with the support and supervision of the Programme Manager, perform the following tasks:

Media and Communication (in consultation with the ICP programme)

- Act as the focal point for Asia in the Council Bulletin
- Act as the focal point for media initiatives surrounding activities in Geneva
- Keep in regular communication with media persons based in Switzerland
- Communicate regularly with FORUM-ASIA members and partners and update them on the latest news related to UN mechanisms
- Maintain regular communication with the ICP programme

Research and documentation (in coordination with the UNA Programme/Research Officer in Bangkok)

- Be responsible for compiling, documenting and disseminating records of UNHRC sessions and other UN Human Rights meetings in Geneva
- Work on one research project on a specified topic per year

Advocacy

- Assist in advocating with state delegations present in Geneva on topics that would be assigned from time to time.
- Represent FORUM-ASIA at official and informal meeting as and when required
- Write and produce advocacy documents when required
- Organise and participate in advocacy and training events when required
- Assist in crafting UN advocacy strategies for human rights situations in Asia
- Assist in coordinating with FORUM-ASIA members on UN related human rights issues

In undertaking these tasks the candidate will be expected to work often under pressure towards challenging deadlines. The candidate may also be expected to travel in order to undertake some of these tasks.

Basic Qualifications and Selection Criteria

Required Qualification:

A Master's degree in Law, Political Science, International Relations, Sociology or allied fields.

Experience:

5 to 7 years in the field of human rights, international relations or work experience at a relevant government department/Ministry. At least two years of this experience must be related in specific to UN Human Rights mechanisms and the Asian region. For at least four years, the candidates should have worked in an Asian country.

Required Skills:

1. Strong writing and editing skills in English
2. Strong communication and public speaking skills
3. Strong knowledge of IT and the media
4. Fluency in at least one Asian language

Desirable Skills

1. Specific knowledge of the UN Human Rights Council and its mechanisms
2. Experience in working with treaty bodies
3. Experience in communication
4. Knowledge of more than one Asian language and French
5. An intimate knowledge of how governments work in Asia
6. In-depth knowledge of civil society in Asia and different civil society networks

Application Procedure

Applicants should 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 6 September 2015. Late applications will not be considered.

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.