

**Job Announcement**

<b>Position</b>	UN Advocacy (UNA) Programme Associate – (Part Time)
<b>Location</b>	Geneva, Switzerland
<b>Duration</b>	6 months, starting from 16 May 2017
<b>Salary</b>	2200 CHF per month
<b>Closing Date</b>	02 May 2017, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	To be announced

**About the Organisation**

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.

FORUM-ASIA's UN Advocacy Programme aims to increase the impact and effectiveness of advocacy actions by Asian NGOs and defenders in the use of UN human rights mechanisms, in order to make Asian States more accountable to their human rights obligations.

**General Tasks and Activities of Position:**

- Extensive research both primary and secondary
- Assisting in writing parts of a report
- Coordinating research and writing as well as design and publication
- Coordinating the organising of the event including logistics

**Expected Skills:**

- Strong research skills and familiarity with primary and secondary research
- Knowledge of civil society in Asia and the global South
- Knowledge of UN Human Rights bodies in Geneva such as the UN Human Rights Council

**Desirable Skills:**

- Experience of living and working in Asia
- Knowledge of Asian languages
- Knowledge of FORUM-ASIA's membership and their work

**Qualifications and requirements**

- Master's degree in political science, sociology, law, international relations, public policy, or other allied fields
- One or two years of relevant professional experience including in research and writing
- Strong interest in human rights issues in the Asian region
- Ability to multi-task, solve problems, and work in a multicultural team
- Ability to work under pressure and meet team deadlines
- Preference will be given to candidates who are residents in Switzerland due to time constraints and visa processes

## Application Procedures

Interested 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 **02 May 2017**, midnight Bangkok Time (UTC+7), with subject **UNA Programme Associate Application\_NAME** (e.g. UNA Programme Associate Application\_Your Full Name). Late applications will not be considered.