

## Internship Announcement

<b>Position</b>	ASEAN Programme Internship
<b>Location</b>	Jakarta, Indonesia
<b>Internship Duration</b>	6 months, starting immediately
<b>Remuneration</b>	A modest stipend of USD 450 a month
<b>Closing date</b>	15 May 2018, midnight Jakarta Time (UTC+7)
<b>Interview Dates</b>	From 22 May 2018

### About the Organisation

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.

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.

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.

FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).

### Summary of the Programme

The ASEAN Programme provides support for and facilitates communication and cooperation among member organisations in Southeast Asia on human rights related issues and ASEAN's human rights mechanisms (i.e., the ASEAN Intergovernmental Commission on Human Rights (AICHR) and the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC)).

### Roles and Responsibilities

#### **General Tasks and Activities of Internship**

- Monitor human rights issues and trends in ASEAN;
- Support research on ASEAN and its human rights mechanisms;
- Assist in programme work/ documentation/compilation/administrative work;
- Assist in organising or preparing for campaigns or events;
- Assist in other tasks as required by supervisor(s).

#### **Specific Tasks under the ASEAN Programme**

- Assist in the revamping process of the online platform, <https://humanrightsinasean.info>;
- Monitor issues related to repressive laws, freedom of assembly and association, extrajudicial killing, shrinking space of civil society, among others human rights related issues in ASEAN and provide on-going update to the online platform;
- Assist in drafting urgent appeals and official letters to be sent to ASEAN and its human rights mechanisms;

- Assist in preparing stakeholders meetings related to ASEAN and its human rights mechanisms;
- Produce at least 1 (one) thematic writing related to ASEAN and its human rights mechanisms.

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

##### **Education:**

Bachelor's degree or advanced degree in international law, political/social sciences or relevant field.

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

- Some practical knowledge of international human rights standards, mechanisms and practices;
- Some experience in organising or planning meetings/conferences or campaigning;
- Good drafting and research skills;
- Excellent level of written and spoken English;
- Proficiency with computers;
- Ability to multi-task, solve problems, and work in a multicultural team; and
- Ability to work under pressure and meet team deadlines.

#### **Application Procedures**

Interested applicants must submit the following:

- A copy of your completed [Internship Application Form](#);
- A resume and a cover letter (**Both in PDF file**) explaining interest in a specific programme or project.

Completed applications must be sent by email to FORUM-ASIA at [internship@forum-asia.org](mailto:internship@forum-asia.org) by **15 May 2018**, midnight Jakarta Time (UTC +7), stating **"ASEAN Programme Internship Application"** in the subject line. Please note that **late applications will not be considered**.