

Job Announcement

Position	East Asia and ASEAN Programme Officer
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> ✓ Start date: as soon as possible ✓ 2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> ✓ A competitive salary in local currency from USD 30,030 gross per annum ✓ Health, Dental, and Accident Insurance
Closing date	25 June 2018, midnight Bangkok Time (UTC+7)
Interview Dates	Week of 2 July 2018
About the Organisation	
<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>	
Summary of the Programme	
<p>The East Asia and ASEAN Programme provides support for and facilitates communication and cooperation among member organisations in Southeast Asia and Northeast Asia on human rights related issues and ASEAN's human rights mechanisms. In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy in cooperation with other related programmes within the Secretariat, focusing on freedom of expression, association, assembly, and democratisation.</p> <p>The East Asia and ASEAN Programme Officer is tasked to enhance the synergy of different activities/projects within the East Asia and ASEAN Programme, including ASEAN advocacy, as well as inter-programme coordination within the Secretariat and with members for effective advocacy, campaigning, and networking.</p>	
Duties and Responsibilities	
<p>The East Asia and ASEAN Programme Officer carries out tasks under the overall guidance of the East Asia & ASEAN Programme Manager. The East Asia and ASEAN Programme Officer assists the East Asia & ASEAN Programme Manager in overseeing the implementation of the Organisational Strategic Plan.</p>	

Specifically, the East Asia Programme Officer has the following responsibilities:

1. Programme management

- a. Attends management meetings;
- b. Attends or leads regular programme team meetings;
- c. Assists the East Asia & ASEAN Programme Manager in conducting programme team meetings and prepares the minutes;
- d. Coordinates with other programmes on organisational activities;
- e. Communicates regularly with members and partners;
- f. Drafts ToR including job descriptions of team members such as for consultant(s), intern(s) and volunteer(s);
- g. Participates in the recruitment and evaluation process for staff when required;
- h. Supervises work of programme team members (associate, interns and volunteers).

2. Planning and budgeting

- a. Assists the East Asia & ASEAN Programme Manager in developing programme planning, monitoring and implementation including budgets;
- b. Assists the East Asia & ASEAN Programme Manager in creating an advocacy strategy to monitor policy change at the national level through regional mobilisation and advocacy;
- c. Assists the East Asia & ASEAN Programme Manager in identifying key human rights issues in the region and provides innovative ideas to refine the programme's strategy;
- d. Produces programme proposals and reports.

3. Implementation of Programme

- a. Has overall responsibilities for sub-regional programme management: Planning and Budgeting, Monitoring, Evaluating and Reporting;
- b. Coordinates and implements the programme and projects with members in ASEAN and East Asian countries;
- c. Monitors regularly and responds to human rights situation and issues in East Asia;
- d. Communicates with member and partner organisations and responds to their requests;
- e. Organises forums, trainings, meetings in cooperation with other programmes concerned;
- f. Organises fact-finding missions;
- g. Visits member and partner organisations;
- h. Prepares public statements, commentaries and/or articles as part of the campaign.

4. Monitoring and evaluation

- a. Assists in the overall monitoring and evaluation of organisational plans and budget according to the annual work plan and budget;
- b. Participates in team evaluations, as well as self-evaluations (with PME).

5. Reporting

- a. Produces periodic progress reports – monthly, quarterly, half yearly and annually;
- b. Produces mission reports, including finance clearing after each mission.

6. Other responsibilities

- a. Attends the Executive Committee meeting when required;
- b. Carries out other tasks as assigned by the supervisor.

Basic Qualifications and Essential and Desirable Selection Criteria

Essential selection criteria:

1. Bachelor's degree or higher in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies or South East Asia studies.
2. Minimum 3 years work experience in the field of human rights.
3. Understanding of the overall socio-political situation as well as human rights situation in the East Asia region and good knowledge of the current socio-political situation in Asia.
4. Understanding of the actual application and implementation of international human rights instruments in a variety of situations.
5. Ability to work successfully as a team member in a multicultural and demanding working environment with cross-programme coordination.
6. Project co-ordination skills.
7. Ability to work under pressure, multi-task and manage team deadlines.
8. Good advocacy and lobbying skills with various stakeholders (government officials, diplomats, NGOs, NHRIs, media, etc.).
9. Analytical skills.
10. Good communication skills in English.
11. Good report-writing skills.
12. Good IT skills.

Desirable selection criteria:

1. Experience of working in national or regional/international NGOs in the field of human rights.
2. Good understanding of the history and work of FORUM-ASIA.
3. Knowledge in the workings of the UN Human Rights Council and its mechanisms.
4. Understanding of research methodology.

Application Procedures

Applicants are requested to fill in the [Job Application Form](#) and send it by email **together with a self-introduction letter** and **two recommendation letters** to applications@forum-asia.org before **25 June 2018**, midnight Bangkok Time (UTC+7), stating "East Asia and ASEAN Programme Officer Application" in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview in the week of 2 July 2018. The selection process may include a written or practical assessment.