

Internship Announcement

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| Position | East Asia Programme Intern |
| Location | Bangkok, Thailand |
| Internship Duration | maximum 6 months, starting immediately |
| Remuneration | A modest stipend of USD 450 a month |
| Closing date | 20 July 2018, midnight Bangkok Time (UTC+7) |
| Interview Dates | |
| About the Organisation | |
| <p>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.</p> <p>FORUM-ASIA's East Asia Programme aims to advance human rights and democratic governance in Asia by strengthening the civil society's advocacy, capacity, networking and participation in governmental decision making at national, regional and international level.</p> | |
| General Tasks and Activities of Internship | |
| <ul style="list-style-type: none"> • Monitor human rights situation in area of work; • Support research on particular thematic issues on human rights and conduct mapping of various human rights issues; • Assist in programme work/ documentation/compilation/administrative work; • Assist in organising or preparing for campaigns or events; • Attend meetings/trainings outside the Secretariat; • Assist in other tasks as required by supervisor(s) | |
| Qualifications and requirements | |
| <ul style="list-style-type: none"> • Bachelor's degree or advanced degree in international law, political/social sciences or relevant field; • Some practical knowledge about 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. | |
| Specific Tasks under the East Asia (EA) Programme | |

Regional Office: S.P.D. Building, 3 rd floor, 79/2 Krungthonburi Road, Khlong Ton Sai,
Khlong San, Bangkok 10600, Thailand

Tel: +66 (0)2 108 2643-45 Fax: +66 (0)2 108 2646

International Office: Rue de Varembé 1, 2 nd Floor, 1202 Geneva, Switzerland

Tel: +41 (0)22 740 2947 Fax: +41 (0)22 740 2948

Webpage: <http://www.forum-asia.org>, Email: info@forum-asia.org

- Daily monitor human rights situation in East Asia related to Repressive Laws, Freedom of Expression and Freedom of Assembly and Association;
- Weekly monitor human rights situation in East Asia related to Business and Human Rights, Enforced Disappearance, Extrajudicial Killing and Arbitrary Arrest and Detention;
- Assist in inserting information related to Repressive Laws into an interactive map
- Assist in drafting statements, urgent appeals and official letters to be sent to relevant UN Special Procedures and other key regional and international mechanisms;
- Assist in organising the fact-finding mission and advocacy mission according to following priority countries of FORUM ASIA; and
- Any other tasks according to personal capacity and programme needs.

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 by **20 July 2018, midnight Bangkok Time (UTC +7)**, stating “**East Asia Programme Internship Application**” in the subject line. Please note that **late applications will not be considered**.

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