

Job Announcement

Position	UN advocacy (UNA) programme Internship
Location	Geneva, Switzerland
Internship Duration	3 months, starting from 3 September 2018
Stipend	A modest stipend of 900 CHF a month
Closing Date	22 August 2018
Interview Dates	Last Week of August 2018 (27 th -30 th August)

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 Internship:

- Monitor developments at the international human rights bodies;
- Research particular topics and/or conduct mapping of issues related to international affairs and human rights;
- Assist in programme work/ basic documentation/compilation/administrative work and;
- Assist in organising or preparing for campaigns or events.

Specific Tasks under the UNA Programme:

- Monitor developments relating to human rights situations and issues at the UN Human Rights Council;
- Assist in organising activities during the 39th session of the UN Human Rights Council;
- Assist in preparing content for FORUM-ASIA's web platform on human rights and diplomacy in Asia;
- Assist in preparing FORUM-ASIA's regular bulletin on the UN Human Rights Council;
- Assist with the planning and organization of a global event on Human Rights, and;
- Any other tasks according to personal capacity and programme needs.

Key Expected Documentary Outputs:

- Draft articles/notes and text for FORUM-ASIA's bulletin on UN Human Rights Council;
- Draft compilation data input into FORUM-ASIA's research initiatives and other activities;
- Documentation relating to FORUM-ASIA's activities and thematic priorities relating to the UN Human Rights Council.

Qualifications and requirements

- Masteral students with Swiss residency permits or those in between Bachelor's degree or advanced Masteral studies in international law, political/social sciences or relevant field;
- Some practical knowledge about international human rights standards, mechanisms and practices;
- Strong interest in human rights issues in the Asian region;
- Some experience in organising or planning meetings/conferences or campaigning;
- Good drafting and research skills;

- 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 cover letter (**both in .pdf files**) explaining why you are interested in the position.

Complete applications should be sent by email to FORUM-ASIA at una@forum-asia.org or internship@forum-asia.org and before **22 August 2018**, with subject **UNA Internship Application_NAME** (e.g. UNA Internship Application_Your Full Name).