

Job Announcement

Position	Director (Operations and Resource Mobilisation)
Location	Bangkok, Thailand
Employment Duration	Starting Date: February 2019 - 2-year contract with the possibility of renewal (subject to a satisfactory performance assessment during the three-month probationary period)
Salary & Benefits	- A competitive salary - Health, Dental and Accident Insurance
Closing date	31 December 2018
Interview Dates	15-17 January 2019

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 67 member organisations across 21 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).

1. Qualification and Experience

The director, who will be a member of the Senior Management Team headed by the Executive Director, will have following qualifications:

- a. A minimum of eight years of directorial level management experience in a human rights and/or development organization in any of the countries of Asia
- b. A minimum of seven years of leadership-level work experience in international human rights/development civil society organisations in multi-cultural settings

- c. Excellent domain knowledge and experience of resource mobilization, project development and implementation and organizational management
- d. Excellent communication and presentation skills in English
- e. Proficiency in one or more Asian languages
- f. An advanced degree in human rights or related field of development studies or social sciences

The director should have competencies and proven experiences to address the following two needs of FORUM-ASIA:

- a. Fund raising and resource mobilization to further strengthen FORUM-ASIA as a leader membership centric organization working towards building a strong human rights movement in Asia
- b. Strengthening FORUM-ASIA's operational capacities in terms of internal program, financial and personnel administration

In addition, the Director will, as a member of the Senior Management Team, contribute to overall programme planning, development and implementation; as well as to project monitoring, evaluation and result-based donor reporting. Specific tasks to be performed within these areas will be included in the Job Description, and made available to a successful candidate.

Applicants should have in-depth knowledge and understanding of the overall socio-cultural, political as well as human rights situation in Asia; and be capable of effectively communicating such knowledge in writing and orally. They should have a mature personality and be able to build and sustain a dynamic multi-cultural staff of 25 or more members.

2. Salary and Benefits

FORUM-ASIA offers a competitive salary package based on candidate's qualifications and experience. Insurance and other benefits, including a relocation allowance, are also provided in line with the Staff Handbook and Financial Rules and Regulations (FRR) of the organisation.

Interested applicants should fill up the [Job Application Form](#) and send by email together with a **self-introduction letter** and **two recommendation letters** (both in .pdf files) to applications@forum-asia.org before **31 December 2018**, midnight Bangkok Time (UTC+7), stating " Director Application_NAME" in the subject line. Please note that late applications will not be considered.

3. Interview

Shortlisted applicants will be contacted for interviews to be conducted by the Executive Director and Chair of the Executive Committee and/or the Chair's representative from among the EC Members. Successful candidates will be notified within a week after the interview of the outcome.

Interviews will also include a written test to be completed within a stipulated timeline.