

Job Announcement

Position	Director (Operations and Resource Mobilisation)
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> • Start date: April 2019 • 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 • Health, Dental, and Accident Insurance
Closing date	1 March 2019, midnight Bangkok Time (UTC+7)
Interview Dates	Week of 4 March 2019
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 83 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.</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>	
Duties and Responsibilities	
<p>As a member of the Senior Management Team headed by the Executive Director, the Director will be responsible for:</p> <ol style="list-style-type: none"> a) Fund raising and resource mobilisation to further strengthen FORUM-ASIA as a leader membership centric organisation working towards building a strong human rights movement in Asia; and b) Strengthening FORUM-ASIA's operational capacities in terms of internal programme, financial and personnel administration. <p>The Director will contribute to overall programme planning and development as well as 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.</p>	

Basic Qualifications and Essential and Desirable Selection Criteria

Essential selection criteria:

- a) Master's degree or higher in the field of human rights or a related field of development studies or social sciences;
- b) A minimum of eight years of directorial level management experience in human rights and/or development organisation in any of the countries of Asia;
- c) A minimum of seven years of leadership-level work experience in international and regional human rights/development civil society organisations in multi-cultural settings;
- d) Excellent domain knowledge and experience of resource mobilisation, project development and implement and organisational management;
- e) Excellent communication and presentation skills in English;
- f) Proficiency in one or more Asian languages;

Desirable selection criteria:

- a) In-depth knowledge and understanding of the overall socio-cultural, political as well as human rights situation in Asia and the ability to effectively communicate such knowledge in writing and orally;
- b) A mature personality; and
- c) Ability to build and sustain a dynamic multi-cultural staff of 25 or more members.

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.

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 by **1 March 2019**, midnight Bangkok Time (UTC+7), stating **Director (Operations and Resource Mobilisation)_Your Full NAME** in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an interview (online or face-to-face) in the week of 4 March 2019. The selection process may include a written or practical assessment.