

Job Announcement

An exciting opportunity to demonstrate international leadership in human rights and development in Asia!

The Asian Forum for Human Rights and Development (FORUM-ASIA) is looking for a dynamic, inspirational and experienced professional committed to human rights and sustainable development to lead our organisation with offices in Bangkok, Geneva, Jakarta and Kathmandu as its **Executive Director**.

Position	Executive Director (ED)
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> • A three-year contract with a possibility of renewal for another three years.
Deadline for Application	1 September 2019, 18:00 hours (Bangkok time)

About the Organisation

FORUM-ASIA is one of the largest membership-based human rights organisation in Asia, with 81 civil society members across 21 countries.

FORUM-ASIA has been active in Asia, and internationally, since its establishment in 1991. FORUM-ASIA has been playing an important advocacy role at the UN Human Rights Council and with the ASEAN Intergovernmental Commission on Human Rights (AICHR).

FORUM-ASIA works closely with its members operating at the grassroots level, and engages in national advocacy in South Asia, East Asia and Central Asia.

Our work is organised around four main thematic areas:

- a) strengthening civic space,
- b) a human rights-based approach to sustainable development,
- c) protection and support for human rights defenders; and
- d) advocacy with and for the national, regional and international human rights institutions and systems.

FORUM-ASIA is especially known and highly respected for its work to protect and support human rights defenders and for its work with national human rights institutions. FORUM-ASIA serves as the Secretariat of the Asian Human Rights Defenders Forum (AHRDF) and the Asian NGO Network on National Human Rights Institutions (ANNI).

The organisation has increased its focus on the areas of environment and human rights, business and human rights and is committed to women's rights and bringing gender rights perspective in all its work

Required Qualifications

The ideal candidate will have the following qualifications:

1. A minimum of 10 years of relevant experience in the areas of human rights, justice, peace and sustainable development in Asia, of which a minimum 5 years have been spent at the level of senior management or as a Director of, preferably, an international organisation. Strong experience and expertise in organisational and human resource management, resource mobilisation and finance management is essential.
2. Proven advocacy and leadership skills in civil society mobilisation in Asia. Knowledge of fundraising strategies and donor relations unique to the non-profit sector.
3. A Master's degree, preferably in social sciences, development studies, law or human rights.
4. Excellent communication skills in English and at least one Asian language.
5. Self-motivated, positive attitude, strategic thinking, and ability to multi-task and lead a diverse team.
6. Demonstrable professional integrity, and commitment to human rights and gender equality.

Application Procedure

Interested candidates 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 ed_application@forum-asia.org by **01 September 2019**, 18:00 hour Bangkok Time (UTC+7), stating **Executive Director Application _Your Full NAME**” in the subject line.

Only shortlisted candidates will be contacted for a written test and personal interviews.

Job Description- Executive Director

As the head of the Secretariat of FORUM-ASIA, the Executive Director will be responsible to lead and manage all offices, functions and staff of FORUM-ASIA.

The Executive Director's specific roles and responsibilities will include the following.

A. Strategic Leadership

1. The Executive Director will be responsible for leading and managing the Secretariat of FORUM-ASIA and all its offices, staff, programmes and all day-to-day functions of the Secretariat.
2. The Executive Director will be responsible for implementing all policy decisions taken by the Executive Committee, with the assistance of the Director, who form the Senior Management Team (SMT).
3. The Executive Director will be *Ex Officio* secretary of the Executive Committee and will be responsible for taking all notes, minutes and undertaking all preparation for the Executive Committee, with the assistance of the Director.
4. The Executive Director will be responsible for managing the registration of the organisation and other legal issues in consonance with the decision of the Executive Committee and in regular consultation with the Chair of the Executive Committee, the Director and SMT.
5. The Executive Director will assist the Chair and the Executive Committee in expanding its membership base in present countries or expanding the membership base to other countries in Asia.
6. The Executive Director will constantly engage and communicate with the members of FORUM-ASIA and will support the inclusion and participation of the members across all programmes of the organisation.
7. The Executive Director will, together with the Director and the Programme Managers, be responsible for preparing the financial, programmatic and organisational reports on periodic basis.
8. The Executive Director will, together with Director and Programme Managers, provide all information, background notes and documents related to operations and programme activities of the Secretariat and other offices as required by the Executive Committee in discharge of the mandates.
9. The Executive Director will be responsible for convening Executive Committee meetings, according to the direction by the Chair, and provide all necessary logistical and substantive support to the meeting.
10. The Executive Director will be the custodian of all formal/legal documents of the organisation.

B. Organisational and Programme Management

1. The Executive Director will represent FORUM-ASIA in different settings including high-level meetings with donor organisations and other external partners as well as during advocacy and strategic events.
2. The Executive Director will head and convene the SMT, consisting of the Director, which will be the decision making body on all operational and programme related matters of all offices of FORUM-ASIA. The Executive Director will lead the SMT in consonance with the Terms of Reference and the mandate of SMT.
3. The Executive Director will be responsible for submitting periodic reports and communications to the Executive Committee and the Members of FORUM-ASIA.
4. The Executive Director will, with the support of the Director and Programme Managers and the team, be responsible for ensuring long-term strategic and financial sustainability for FORUM-ASIA, including raising funds for the work of the Secretariat.
5. The Executive Director will, along with the Director and Programme Managers, be responsible for the effective management of programme, finances and human resource of the organisation.
6. The Executive Director, together with the Director and Program Managers, will be responsible for the fiscal sustainability and integrity of FORUM-ASIA and for submission to the EC of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organisation.
7. The Executive Director will, together with the SMT, be responsible for all donor relations, donor reporting and effective delivery of the programmes and projects in consonance with donor agreements and contracts.
8. The Executive Director will be responsible for hiring, appointment, performance assessments and termination of all staff, in consultation with the SMT and the respective programme team.
9. The Executive Director will report to the Chair and the Executive Committee on a quarterly basis regarding all appointments and cessation of staff contracts.
10. The Executive Director will be responsible to consult with the Chair of the Executive Committee before deciding any new position at the level of Director and get the consent of the Chair and decision of the Executive Committee before filling any new position at the level of Director.
11. The Executive Director will be responsible for providing leadership, management and programmatic support to all networks hosted or supported by FORUM-ASIA, including but not limited to Asian NGO Network on NHRIs (ANNI).
12. The Executive Director will be responsible for developing and maintaining partnership with all member organisations in consultation with the SMT.
13. The Executive Director will provide active leadership in ensuring the participation of its members in the programmes of FORUM-ASIA and also provide effective support to its members as and when necessary.

14. The Executive Director will, together with SMT, be responsible for developing all necessary management and organisational policies, systems and processes for effective management of staff, programmes, finance and all operational aspects of the organisation.
15. The Executive Director will be responsible for effective management of resources, programmes and the Secretariat; and, to ensure development of staff performance plans, performance assessments and accountability of all staff.
16. The Executive Director will be responsible for signing of all important statements, communications and media interface of the organisation, in consultation with and support of SMT as necessary and may authorize the Director to sign off on such statements or communication materials in the Executive Director's absence.
17. The Executive Director will approve all publications of the organisation before they are published.
18. The Executive Director will, in consultation with the SMT, conduct periodic review and reflection of programmes, policies and overall functioning of the organisation.
19. The Executive Director will, together with the SMT, be responsible for ensuring an enabling work culture and collegial and supportive team culture at the Secretariat and all its offices.
20. The Executive Director will, together with the SMT, ensure financial sustainability, effective financial management and periodic audit of the organisation.
21. The Executive Director will be responsible to ensure the overall integrity, reputation and positive profile of the organisation, its Secretariat and all its offices.
22. The Executive Director will be committed to the core values of human rights, and will set an example as a human rights practitioner with utmost degree of integrity, professionalism, non-partisan, non-political and objective conduct.