

Job Announcement

Position	Planning, Monitoring and Evaluation (PME) Programme Officer
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> • Start date: as soon as possible • 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"> • 30,030 USD per annum (2,310 USD per month + 13th month) • Health, Dental, and Accident Insurance
Closing date	27 September 2019, midnight Bangkok Time (UTC+7)
Interview Dates	Week of 7 October 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>Under the overall guidance and supervision of PME Programme Manager, the PME Programme Officer will assist FORUM-AISA PME Unit in planning, monitoring, collecting information and reporting of programme activities. Specifically, the PME Programme Officer shall be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Workplan and financial Planning • Assist PME Programme Manager during annual and mid-term plan and budget process to develop and review programme workplans and organisational budget. • Be informed, up-to-date and keep track of Donor, Senior Management Team, Executive Committee and other stakeholders' requests, reporting requirements, and deadlines. • Manage the mission progress tracker, activity, update and consolidate project and organisation databases and routinely post relevant information on organisational data storage platform. <p>Design and development of tools, systems and plans</p> <ul style="list-style-type: none"> • Assist PME Programme Manager in developing monitoring and impact indicators and 	

monitoring and evaluating overall progress on achievement of results.

- Design, update and maintain reporting templates, MS Excel/Access database and data collection and reporting tools, MEL plans and results frameworks and other PME related documentation in a participatory manner.
- Assist the PME Programme Manager and Senior Management Team in programme and proposal development.
- Keep up to date about recent trends in PME and use organisational learning to update and adapt systems, tools and plans.
- Assist the finance team in adapting financial reporting templates to requirements of programmes, PME and donors.
- Work with PME and programme teams to develop and maintain detailed M&E plans Risk Logs and frameworks for projects, producing them in a variety of formats as necessary to suit audience.

Monitoring implementation and Budgets, Results Tracking and Reporting

- Assist Programmes with individual workplans, detailed budgets and logical frameworks in order to support smooth implementation of planned activities.
- Assist PME Programme in coordination, information dissemination and data collection (e.g., inputs, information and statistics) during mid-term and annual progress reporting, and annual work planning.
- Assist the PME programme Manager in drafting monthly, quarterly, six-month, and annual progress reports for donors and other stakeholders.
- Coordinate and communicate regularly with Programmes to stay abreast of upcoming programme activities and provide support during progress monitoring and reporting.
- Coordinate with finance, programmes and the PME teams to increase donor compliances in terms of accurate and precise budget allocations, monthly reconciliations and budget tracking.
- Coordinate with Finance Unit on reviewing financial reports for Donors and the Executive Committee.
- Monitor progress of project benefits against work plans. Provide technical assistance for project(s) M&E, including direct support to and capacity-building of partners' organization staff. Conduct regular M&E supervision and coordination activities of various project (s) in field along with partners on a regular basis;

Other Tasks

- Engage in research studies, as per the direction of PME Programme Manager.
- Work closely with FORUM-ASIA members and build their capacities to support PME related activities.
- Represent FORUM-ASIA at external events, meetings, workshops, etc. with a view to learn, and solicit and share information to support the role of PME Programme.
- Carry out other relevant tasks and activities as assigned by the PME Programme Manager.

Basic Qualifications and Essential and Desirable Selection Criteria

Education:

Bachelors degree or higher in Economics, Development Studies, Public Administration and/or other related social science field.

Competence:

1. Mature personality; ability to work as a team player in a multicultural and demanding work environment with cross-programme coordination.
2. Excellent analytical and reporting writing skills.
3. Excellent programme/ project management skills.
4. Strong time-management skills.

5. Good communication (verbal and written) skills.
6. Self-motivated, positive attitude, strategic thinking and multi-tasking ability.
7. Ability to work under pressure and manage deadlines.

Experience:

1. Minimum 5 years work experience in a national, regional and/or international NGO in professional capacity, on project/programme monitoring, evaluation and development.
2. Technical knowledge and experience in Results Based Management (RBM), Results Frameworks Logical Framework, Theory of Change, Risk Assessments and Power Analysis.
3. Advanced understanding of developing MS Excel, MS Access and/or web based project and programme databases.
4. In-depth understanding of financial monitoring and budget tracking.
5. Basic understanding about the overall socio-political situation as well as human rights situation in the Asia region.

Skills:

1. Advanced technical skills in MS Word, Excel, Access, PowerPoint and MS Project.
2. Fluency in both written and spoken English.
3. Familiar and equipped with some research methodology skills is an added advantage.
4. Organized, professional and committed to the cause.

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**, preferably from FORUM-ASIA members/partners to: applications@forum-asia.org on or before 27 September 2019, midnight Bangkok Time (UTC+7), stating **"PME Programme Officer Application_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 7 October 2019. The selection process may include a written or practical assessment.