

Job Announcement

Position	South Asia Programme Manager
Location	Kathmandu, Nepal
Employment Duration	<ul style="list-style-type: none"> Starting from 1 January 2020 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"> 37,800 USD per annum, as per 3,150 USD per month + 13th month Health and dental insurance
Closing date	25 October, 2019 midnight Bangkok Time (UTC+7)
Interview Dates	From 15 November 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 81 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>	
Summary of the Programme	
<p>South Asia Department, as one of the two sub-regional country programmes, provides support for and facilitates communication and cooperation among member organisations in South Asia. In addition, the Department conducts and coordinates thematic and country campaigns and advocacy at the South Asian level, in cooperation with other related departments within the Secretariat.</p> <p>The South Asia Programme Manager is tasked to enhance the synergy of different projects/programmes within South Asia as well as inter-programme coordination within the Secretariat and with members for effective advocacy, campaigning and networking.</p>	
Duties and Responsibilities	
<p>Reporting to the Senior Management Team (SMT), the South Asia Programme Manager shall do the following:</p> <ol style="list-style-type: none"> 1. Programme Management and Coordination <ol style="list-style-type: none"> Be responsible for the overall management of FORUM-ASIA's office in Kathmandu; Supervise a team composed of programme officer(s), associate(s), consultant(s), and fellows/interns, and ensure quality of Programme's delivery; Advocacy leadership role in establishing South Asia human rights monitoring initiative; Lead regular Programme team meetings and implement decisions as agreed; Report regularly to the SMT about any development vis-à-vis the Programme; Coordinate with other programmes on Programme-related and other organisational 	

<p>activities;</p> <ul style="list-style-type: none"> g. Developing strategic framework to enhance the strategic profile and advocacy leadership of FORUM-ASIA in South Asia; h. Strengthening the capacity of members in the area of human rights advocacy and facilitate inter-member coordination vis-à-vis programme implementation at all levels; i. Maintain a cordial and strategic working relationship with intergovernmental bodies (i.e., SAARC) on behalf of FORUM-ASIA; and j. Maintain close contacts and engagement with relevant networks of civil society organisations, diplomatic missions, media, and other relevant stakeholders. <p>2. Planning and Budgeting</p> <ul style="list-style-type: none"> a. Lead the programme and budget planning process of the South Asia Programme; b. Revise and update the plan periodically in light of field performance and effectiveness; c. Assist in overall organisational planning, including budgets; d. Assist the SMT in drafting concept notes and proposals related to the Programme; and e. Providing active support for developing proposals and engaging with donors to raise regular resources to strengthen Programme in South Asia. <p>3. Programme Implementation</p> <ul style="list-style-type: none"> a. Lead and coordinate the implementation of activities in a cost-effective way; b. Organise, facilitate, and participate in missions as necessary and planned; and c. Assist the SMT in developing and/or expanding and implementing other thematic issues relevant to the Programme. <p>4. Monitoring, Evaluation and Reporting</p> <ul style="list-style-type: none"> a. Lead and coordinate regular monitoring and evaluation of the programme's plans and budgets; a. Develop periodic programme reports within a results-based monitoring and evaluation framework against the annual work plan and budget and as per donor requirements; b. Produce and coordinate the production of reports on missions under the programme; and c. Conduct performance management and evaluations of team members. <p>5. Participation and Representation</p> <ul style="list-style-type: none"> a. Participate in the Executive Committee meetings when required, and sub-regional forums organised by members; and b. Represent the Secretariat in other relevant meetings, forums, platforms, and processes both at regional and international levels. <p>6. Other Tasks</p> <ul style="list-style-type: none"> a. Implement other relevant tasks and activities as assigned by the SMT.
<p>Basic Qualifications and Criteria</p> <p>Education: Masters degree in the field of human rights or a related subject such as human rights, politics, social sciences, international relations, international law, development studies, or Asian studies.</p> <p>Selection Criteria: Essential</p> <ul style="list-style-type: none"> ▪ A minimum of seven years of experience in the field of human rights – preferably with national and regional/international NGOs working in the field of human rights; ▪ In-depth understanding of the overall socio-political situation as well as the human rights situation in South Asia; ▪ In-depth understanding of the actual application and implementation of international human rights instruments in a variety of situations; ▪ Good relationship building, advocacy and lobbying skills with various stakeholders (e.g., SAARC, government officials, diplomats, NGOs, NHRIs, media etc.); ▪ Excellent report writing ability and organisational strategising and planning, using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools;

- Excellent analytical and synthesis abilities;
- Excellent written and oral English communication skills;
- Ability to lead a team and collaborate with others in a multicultural and demanding working environment with cross-programme coordination; and
- Strong intrinsic motivation and positive attitude

Selection Criteria: Desirable

- Good understanding of the history and work of FORUM-ASIA;
- Experience in programme management in regional/international NGOs in Asia; and
- Ability to facilitate forums/workshops and manage group activities.

Application Procedures

Applicants are requested to fill in the [Job Application Form](#) and return the form by email **together with a self-introduction letter and two recommendation letters** to applications@forum-asia.org before **25 October 2019**, midnight Bangkok Time (UTC+7), stating **“South Asia Programme Manager Application_Your Full Name”** in the subject line. Late applications will not be considered.

Shortlisted candidates will be contacted for an interview to be conducted in Bangkok or by Skype. The interview may include a written or practical assessment.