

## Job Announcement

<b>Position</b>	Human Rights Defenders (HRD) Programme Officer
<b>Location</b>	Bangkok, Thailand
<b>Employment Duration</b>	Starting from 15 February 2020 2 year contract with possibility of renewal (subject to a three-month probationary period at the beginning of contract, and a satisfactory performance assessment)
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• USD 27,720 per annum gross (USD 2,310 per month + 13<sup>th</sup> month) will be offered in local currency (Thai Baht)</li> <li>• Health, Dental and Accidental Insurance</li> </ul>
<b>Closing Date</b>	19 January 2020, midnight Bangkok time
<b>Interview Dates</b>	1 <sup>st</sup> week of February 2020

### About the Organisation

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 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.

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).

### Duties and Responsibilities

FORUM-ASIA's HRD Programme is a protection measure for human rights defenders (HRDs) and women human rights defenders (WHRD) in Asia. It seeks to facilitate a conducive environment for HRDs/WHRDs towards a more effective and efficient conduct of their work while being conscious of the risks involving their actions. It also pursues provision of practical safeguards for HRDs/WHRDs at risk by reducing both actual and perceived threats stemming from their work and activities.

Reporting to the HRD Programme Manager, the HRD Programme Officer will develop and

implement strategy and action plan for the HRD Programme in line with FORUM-ASIA's overall protection strategies.

Specifically, the HRD Programme Officer shall:

**1. Programme Management**

- a. Attend regular programme team meetings, and prepare minutes, if required;
- b. Coordinate with other programmes on organisational activities;
- c. Supervise the work of HRD Programme Associate, Fellows and Interns as applicable; and
- d. Represent FORUM-ASIA in related meetings and forums on HRDs in consultation with the HRD Programme staff and Senior Management Team (SMT).

**2. Planning and budgeting**

- a. Assist the HRD Programme Manager in developing programme planning, implementation, monitoring and evaluation;
- b. Assists the HRD Programme Manager in identifying key human rights issues in the region and provides innovative ideas to refine the programme's strategy; and
- c. Draft programme related concept notes and proposals as required.

**3. Programme Implementation**

- a. Support and assist the implementation of the HRD Programme's Protection Plan for HRDs/WHRDs at risk, namely providing emergency assistance to Asian HRDs/WHRDs under threat;
- b. Organise and prepare holistic security training for defenders in Asia;
- c. Assist in maintaining the human rights defenders database and Asian Human Rights Defenders Portal;
- d. Organise forums, workshops and field missions in cooperation with FORUM-ASIA members, partners and other programmes concerned; and
- e. Support Programme staff on broader programme initiatives, including thematic research and preparation of programme materials.

**4. Monitoring, Evaluation and Reporting**

- a. Assist in the overall monitoring and evaluation of organisational plans and budget according to the Annual Work-Plan and Budget;
- b. Participate in team evaluations and follow-ups, as well as self-evaluations;
- c. Assist the HRD Programme Manager in preparing periodic progress reports: monthly, quarterly, half yearly and annually, as required, in a results-based management framework; and
- d. Produce mission reports, including finance clearance after each mission.

**5. Other Tasks**

- a. Implement other relevant tasks and activities as assigned by the HRD Programme Manager.

**Basic Qualifications and Selection Criteria**

**Education:**

Bachelors degree or higher in the field of human rights or a related subject such as law,

politics, social sciences, international relations, development studies or Asia studies.

**Competence:**

1. Mature personality with ability to work in a multicultural and demanding working environment with cross-programme coordination;
2. Ability to work under pressure and manage competing deadlines;
3. High-level of self-motivation, positive attitude, strategic thinking and multi-tasking ability; and
4. Good team player.

**Experience:**

1. Minimum four years of work experience in the field of human right, preferably in the context of both national and regional/international NGOs, with at least two years of this experience specific to HRD programme/project in Asia;
2. Working experience with HRDs/WHRDs at risk, including experience of rapid emergency assistance to cases of HRDs/WHRDs at risk;
3. Ability to assess and address security issues of threatened HRDs/WHRDs and familiarity with physical, digital security issues and tools as well as psycho-social well-being issues;
4. In-depth understanding of the overall socio-political situation and human rights situation in the Asia region, particularly the challenges faced by HRDs/WHRDs;
5. Comprehensive knowledge of human rights issues in South Asia in particular is preferred;
6. Proven understanding of the actual application and implementation of international human rights instruments in a variety of situations; and
7. Preferably, good understanding of the work and history of FORUM-ASIA.

**Skills:**

1. Excellent interpersonal and public presentation skills in English both oral and written;
2. Excellent communication skill and the ability to rapidly analyse and integrate diverse information from varied sources;
3. Strong ability to harness and maintain good relations with various stakeholders such as FORUM-ASIA members, partners, government officials, diplomats, NGOs, NHRIs, media and other relevant institutions and civil society organisation;
4. Strong technical aptitude and expertise with MS Office tools; and
5. Preferably, knowledge of at least one Asian language.

**Application Procedure**

Interested applicants are requested to fill in the [Job Application Form](#) and return the form by email **together with a self-introduction letter, two recommendation letters, preferably from FORUM-ASIA members/partners and a sample of writing** to:

[applications@forum-asia.org](mailto:applications@forum-asia.org) before 19 January 2020, midnight Bangkok time

You can get contact details of FORUM-ASIA's member organisations at [www.forum-asia.org](http://www.forum-asia.org). Only shortlisted candidates will be invited for a Skype interview. Following the interview, a written assessment will be issued as part of a proficiency test.