

Job Announcement

Position	National Human Rights Institutions Programme Associate
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> • Start date: 9 March 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"> • A competitive salary in local currency from USD 25,945 gross per annum • Health, Dental, and Accident Insurance
Closing date	9 February 2020, midnight Bangkok Time (UTC+7)
Interview Dates	Between 18– 20 February 2020
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>The programme's main objective is to ensure that NHRIs are able to function in an enabling environment that is conducive for the actualisation of their mandate, and to advocate for the establishment of Paris Principles-compliant NHRIs in countries where such institutions do not exist.</p> <p>The programme operates as part of the secretariat of the Asian NGO Network on National Human Rights Institutions (ANNI), a network of Asian NGOs and human rights defenders working on issues relating to or with National Human Rights Institutions (NHRIs) in their respective countries in Asia. ANNI was established in December 2006, and FORUM-ASIA is the designated Secretariat of it.</p> <p>The goal of ANNI is to help establish and develop accountable, independent, effective, and transparent national human rights institutions in Asia. In countries where there are NHRIs, the work of the ANNI members focus on strengthening the work and functioning of Asian NHRIs to better promote and protect human rights, as well as to advocate for their improved compliance with</p>	

international standards, including the Paris Principles and General Observations of the Sub-Committee on Accreditation (SCA) of the Global Alliance of NHRIs (GANHRI). In countries where there are no NHRIs, ANNI, together with its members and partners, work with concerned stakeholders – civil society organisations, representatives of the government and other actors – towards the establishment of an independent and effective Paris Principles-compliant NHRI.

Responsibilities

The Associate will be working under the overall supervision of FORUM-ASIA's NHRI Programme Officer and guidance of the Executive Director. The NHRI Programme Associate shall carry out the following duties:

1) Programme Management

- a) Assist the NHRI Programme Officer on the coordination of ANNI work;
- b) Supervise the work of NHRI Programme Interns or ANNI Fellows as applicable;
- c) Coordinate with other programmes on programme-related and other organisational activities;
- d) Attend regular programme team meetings, and prepare minutes, if required; and
- e) Represent FORUM-ASIA/ANNI in related meetings and forums on NHRIs in consultation with the NHRI Programme Officer.

2) Planning and Budgeting

- a) Assist the NHRI Programme Officer in developing programme planning, implementation monitoring and evaluation; and
- b) Draft programme related concept notes and proposals as required.

3) Programme Implementation

- a) Support the implementation and co-ordination of the programme and/or project(s) under his/her responsibility, including the organising and co-ordination of ANNI, membership development, networking/coalition building;
- b) Monitor regularly the performance of NHRIs and respond to human rights issues that concern NHRIs whenever necessary;
- c) Conduct substantive research and analysis of developments concerning NHRIs in Asia;
- d) Coordinate regularly with other team members within the programme and with other programmes in relation to human rights issues that concern NHRIs;
- e) Communicate with FORUM-ASIA and ANNI members and partner organisations and respond to their requests;
- f) Organise forums, workshops, meetings in cooperation with other programmes;
- g) Organise, facilitate and participate in fact-finding or advocacy missions whenever necessary; and
- h) Draft public statements, press releases and commentaries and/or articles for FORUM-ASIA's publication and other media on issues related to the programme.

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 NHRI Programme Officer in preparing periodic progress reports: quarterly, annually as required, in a results-based management frameworks; 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 NHRI Programme Officer.

Basic Qualifications and Selection Criteria

Education:

Bachelor's degree or higher in the field of human rights or a related subject such as politics, social sciences, international relations, international law, or Asian studies.

Selection Criteria: Essential

- Minimum 2 years of working experience in the field of human rights;
- Understanding of the overall socio-political situation as well as the human rights situation in the Asia region;
- Understanding of the actual application and implementation of international human rights instruments in a variety of situations;
- Good knowledge in the working of NHRI in the Asia region and its mechanisms;
- Good relationship building, advocacy and lobbying skills with various stakeholders (e.g., government officials, diplomats, NGOs and media);
- Good report writing ability and organisational strategizing/ planning skills, knowledge of Result Based Management (RBM) or Logical Framework Analysis (LFA) tools;
- Good written and oral English communication skills;
- Good technical aptitude and expertise with MS Office tools;
- Mature personality; good team player, ability to work in a multicultural and demanding working environment with cross-programme coordination;
- Ability to work under pressure and manage tight deadlines; and
- Self-motivated, positive attitude, strategic thinking and multi-tasking ability.

Selection Criteria: Desirable

- Experience of work in national or regional/international NGOs in the field of human rights.
- Good understanding about the work of FORUM-ASIA, particularly in relation to ANNI.
- Ability to facilitate forums/workshops and manage group activities; and
- Good graphic design skills

Application Procedures

Interested applicants are requested to fill in the [Job Application Form](#) and send it by email together with a **self-introduction letter** and a **motivation letter** to applications@forum-asia.org before **09 February 2020**, midnight Bangkok Time (UTC+7), stating "**NHRI Programme Associate Application_NAME**" in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview between 18 – 20 February 2020. The interview may include a written or practical assessment.