

## Job Announcement

<b>Position</b>	South Asia Programme Associate
<b>Location</b>	Kathmandu, Nepal
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>• Start date: 1 April 2020</li> <li>• 1-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• A competitive salary in local currency from USD 25,945 gross per annum</li> <li>• Health, Dental, and Accident Insurance</li> </ul>
<b>Closing Dates</b>	05 March 2020, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	From 10 March 2020
<b>About the organizations</b>	
<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>	
<b>Summary of the Programme</b>	
<p>South Asia Programme, 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 Programme conducts and coordinates thematic and country campaigns and advocacy at the South Asian level in cooperation with other related programmes within the Secretariat. The South Asia Programme Associate will assist the South Asia Programme Manager in the implementation of different projects and programmes within South Asia as well as in inter-programme coordination within the Secretariat and with members for effective advocacy, campaigning and networking.</p>	
<b>Duties and Responsibilities</b>	
<p>Reporting directly to the South Asia Programme Manager, the South Asia Programme Associate will assist the development of and implement FORUM-ASIA's overall campaign and advocacy strategies to respond to the human rights situation/challenges in the South Asia region.</p> <p>In particular the South Asia Programme Associate will perform the following duties:</p>	

- Assist in South Asia Programme planning, implementation and management (including programme monitoring, evaluation and reporting) within the frame of the regional strategy;
- Regularly and closely monitor the human rights situation in South Asia, and maintain proper documentation of the information/data collected from the region;
- Assist in the organisation of forums, trainings, meetings, and advocacy and/or fact-finding missions in cooperation with other programmes concerned, and draft mission reports of these events;
- Draft public statements, commentaries, and/or articles for FORUM-ASIA publications;
- Perform other tasks as assigned by the South Asia Programme Manager.

#### **Basic Qualifications and Essential and Desirable Selection Criteria**

##### **Essential selection criteria:**

- Bachelor's degree or higher in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies or South Asian studies;
- Minimum 2 years work experience in the field of human rights;
- Understanding of the overall socio-political situation as well as human rights situation in the South Asia region and good knowledge of the current socio-political situation in South Asia;
- Understanding of the actual application and implementation of international human rights instruments in a variety of situations;
- Ability to work as a team member in a multicultural and demanding working environment with cross-programme coordination;
- Project/programme co-ordination skills;
- Good communication and analytical skills;
- Good report-writing skills and IT skills

##### **Desirable selection criteria:**

- Experience of work in national or regional/international NGOs in the field of human rights;
- Good understanding about the history and work of FORUM-ASIA;
- Basic knowledge of the workings of related UN Human Rights mechanisms;
- Basic understanding of research methodology;
- Ability to speak at least one South Asian language (other than English).

#### **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** to [applications@forum-asia.org](mailto:applications@forum-asia.org) before **05 March 2020**, midnight Bangkok Time (UTC+7), stating **"South Asia Programme Associate Application\_YOUR NAME"** in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview after 10 March 2020. The selection process may include a written or practical assessment.