

## Planning, Monitoring and Evaluation (PME) Fellow Announcement

<b>Position</b>	Planning, Monitoring and Evaluation (PME) Fellow
<b>Location</b>	Bangkok, Thailand
<b>Fellowship Duration</b>	12 months
<b>Remuneration</b>	A stipend of USD 1100 a month
<b>Closing date</b>	28 September 2020, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	To be announced.
<b>About the Organisation</b>	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is the largest membership-based human rights and development organisation in Asia. FORUM-ASIA works to promote and protect all human rights for all, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia and beyond. FORUM-ASIA seeks to strengthen international solidarity in partnership with organisations and networks in the global South. FORUM-ASIA was founded in 1991, and established its Secretariat in Bangkok in 1992. Since then, other offices have been opened in Geneva, Jakarta, and Kathmandu. FORUM-ASIA has consultative status with the UN Economic and Social Council (ECOSOC Status) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).</p>	
<b>Tasks and Activities of the Fellowship</b>	
<ul style="list-style-type: none"> <li>• Assist in developing and revising templates for monitoring and reporting</li> <li>• Assist in collecting and reviewing relevant reports from programmes.</li> <li>• Assist in organising files and data on data storage platform.</li> <li>• Assist and coordinating with programme teams on PME tasks.</li> <li>• Assist in organising and documenting and reporting PME activities</li> <li>• Coordinate with PME team to maintain a schedule of narrative and financial reporting deadlines to donors, in close liaison with the Finance team.</li> <li>• To assist in ensuring consistency between programme and donor reports.</li> </ul>	
<b>Qualifications and Requirements</b>	
<ul style="list-style-type: none"> <li>• Bachelor's degree or advanced degree in international relations/political science/development or other relevant field;</li> <li>• At least one to two years of experience in planning, monitoring and evaluation or research.</li> <li>• Excellent reporting writing in and analytical skills</li> <li>• Excellent command of written and spoken English;</li> <li>• Strong interpersonal, oral and written communication skills;</li> <li>• Self-motivation and ability to work independently in a multi-cultural team.</li> <li>• Ability to work under pressure and meet deadlines.</li> </ul> <p>Priority will be given to prospective candidates with permission to work in Thailand.</p>	
<b>Application Procedure</b>	
<p>Interested applicants must submit the following:</p> <ul style="list-style-type: none"> <li>• A copy of your completed <a href="#">Application Form</a>;</li> <li>• A resume and a cover letter (<b>Both in PDF file</b>) explaining interest in the fellowship.</li> </ul> <p>Completed applications must be sent by email to FORUM-ASIA at <a href="mailto:internship@forum-asia.org">internship@forum-asia.org</a> by <b>28 September 2020</b>, midnight Bangkok Time (UTC +7), stating "<b>Planning, Monitoring and Evaluation Fellow Application_NAME</b>" in the subject line. Late applications will not be considered. Only successful candidates will be notified of the outcome of the selection.</p>	