

## Management Support and Coordination Internship Announcement

<b>Position</b>	Management Support and Coordination Intern
<b>Location</b>	Bangkok, Thailand
<b>Internship Duration</b>	Maximum 6 months, <b>starting 2 November 2020</b>
<b>Remuneration</b>	A modest stipend of THB 15,000 a month
<b>Closing date</b>	16 October, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	Third week of October
<b>About the Organisation</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) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).</p>	
<b>Summary of the Programme</b>	
<p>The Senior Management Team (SMT) is a collective leadership model responsible for the oversight of the FORUM-ASIA Secretariat and the programmes of FORUM-ASIA in line with its Statutes, By-Laws, and other policies including its Gender Policy, Environment Impact Policy as well as the Staff Rules and Regulations (SRR), Financial Rules and Regulations (FRR) and decisions of the Executive Committee (EC) and the General Assembly.</p>	
<b>Roles and Responsibilities</b>	
<p><b>General Tasks</b></p> <p>Assist the Executive Director and the SMT with all aspects of management, coordination and communication functions.</p> <p><b>Specific Tasks</b></p> <ul style="list-style-type: none"> <li>• Coordinate communication between various departments, schedule meetings and keep all parties informed of relevant operations;</li> <li>• Assist the SMT in daily communications and management tasks as directed</li> <li>• Provide logistical support to the SMT; and</li> <li>• Preparing minutes of meetings and drafting reports.</li> <li>• Prepare meeting pre and post meeting briefs</li> <li>• Perform other administrative tasks as directed by the SMT.</li> </ul>	

### **Basic Qualifications and Criteria**

- Bachelor's degree or higher in the field of human rights, development studies, communication or management.
- Some practical knowledge about international human rights standards, mechanisms and practices;
- Commitment and interest in human rights and social justice issues in the Asian region;
- Basic knowledge and understanding of fundraising dynamics in the human rights NGO sector
- Ability to work in a multi-cultural context;
- Good organisation, scheduling and time management skills;
- Strong analytical skills;
- Accuracy and an eye for detail;
- Outstanding communication and writing skills in English; and
- Ability to learn continuously and coordinate with different stakeholders.

### **Application Procedures**

Applicants should fill in the [Application Form](#) and return the form by email **together with a cover letter and a resume** to [internship@forum-asia.org](mailto:internship@forum-asia.org) by **16 October, 2020** midnight Bangkok Time (UTC+7), stating **"Management Support and Coordination Internship Application"** in the subject line.

**Priority will be given to prospective candidates with permission to work in Thailand.  
Late applications will not be considered.**