

**ASEAN Advocacy Fellow Announcement**

<b>Position</b>	ASEAN Advocacy Fellow
<b>Location</b>	Jakarta, Indonesia (Preferred) or Remote from one of the Southeast Asian countries
<b>Fellowship Duration</b>	6 months (with the possibility of extension, depending on performance)
<b>Remuneration</b>	A stipend of USD 1000 per month
<b>Closing date</b>	<b>25 January 2021, midnight JKT/BKK time (GMT+7)</b>
<b>Interview Dates</b>	To be announced

**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 vulnerable groups – are fully respected and realised in accordance with internationally accepted human rights norms and standard. The organisation advocates human rights issues through engagement with governments, inter-governmental organisations, the United Nations, and regional human rights mechanisms such as in ASEAN for the better promotion and protection of all human rights.

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).

**Summary of the Programme**

The East Asia and ASEAN Programme provides support for and facilitates communication and cooperation among member organisations in Southeast Asia and Northeast Asia on human rights related issues and ASEAN's human rights mechanisms (i.e., the ASEAN Intergovernmental Commission on Human Rights (AICHR) and the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC)). In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy in cooperation with other related programmes within the Secretariat, focusing on freedom of expression, association, assembly, and civic space.

**Duty and Responsibilities**

Under the supervisory of EA-ASEAN Programme Manager and EA-ASEAN Programme Officer in Jakarta, the ASEAN Advocacy Fellow will contribute to the implementation activities under the FORUM-ASIA's ASEAN advocacy strategy 2021. These activities include:

- Assist in the development of concept, preparation, and implementation of ASEAN Academy capacity building platform of FORUM-ASIA;

- Assist on monitoring of the human rights situation in ASEAN and development of regular submission to the ASEAN human rights mechanisms;
- Lead on providing regular update and maintenance of the FORUM-ASIA ASEAN website, <http://humanrightsinasean.info>;
- Drafting statements and or op-eds on key human rights issues in ASEAN;
- Assisting the creation of regional report on ASEAN policy framework, such as ASEAN Comprehensive Recovery Plan or Regional Comprehensive Economic Plan;
- Other tasks as assigned by supervisor(s).

### Qualifications and Requirements

#### Education:

Undergraduate and/or Postgraduate degree in relevant field to international relations/Southeast Asian studies/development/public policy/human rights

#### Essential Criteria:

- Preferably has 1 – 2 years of work experience in the field related to human rights
- Skill on human rights documentation or research
- Understanding of the human rights situation in ASEAN
- Understanding of the ASEAN and its human rights mechanism
- Excellent command of written and spoken English
- Excellent reporting and analytical skills
- Strong interpersonal, oral, and written communication skills
- Self-motivated and ability to work independently in a multi-cultural team
- Ability to work under pressure and meet deadlines

#### Desirable Criteria:

- Experience of developing and managing online platform (website, video, podcast, etc)
- Good understanding about the work of FORUM-ASIA in ASEAN
- Good graphic design skills

*We want FORUM-ASIA to reflect the diversity of the communities we work with, offering equal opportunities to everyone regardless of age, disability, gender, race, religion or belief, sex or sexual orientation. Priority will be given to candidate with Southeast Asian nationalities.*

### Application Procedure

Interested applicants must submit the following:

- A copy of your completed Application Form;
- A CV and cover letter (both in PDF file) explaining interest in the fellowship
- At least two contacts of referees.

Completed applications must be sent by email to FORUM-ASIA at [applications@forum-asia.org](mailto:applications@forum-asia.org) by **25 January 2021, midnight Bangkok Time (UTC +7)**, stating **“ASEAN Advocacy Fellow Application\_NAME”** in the subject line. Please note that **late applications will not be considered.**

Only shortlisted candidates will be invited for an online interview. Following the interview, a written assessment will be issued as part of a recruitment process.