

Fellowship Announcement

Position	East Asia Programme Fellowship
Location	Bangkok, Thailand
Fellowship Duration	6 months, starting 8 February 2021
Remuneration	USD 1000 stipend per month
Closing date	25 January 2021, midnight Bangkok Time (UTC+7)
Interview Dates	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 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.

FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC) and the ASEAN Intergovernmental Commission on Human Rights (AICHR).

Summary of the Programme

The East Asia - ASEAN Programme aims to advance human rights and democratic governance in East Asia by strengthening the civil society's advocacy, capacity, networking and participation in governmental decision making at national, regional and international level.

The programme is based in two offices: Bangkok, Thailand and Jakarta, Indonesia. For this post, the fellow will be supervised by the Bangkok team. The fellow will be in regular communications, and will be expected to provide support, when necessary, to the Jakarta office. Unless already based in Bangkok, the fellow is expected to work remotely from his / her home country. Work hours are from 10:00 – 18:00 ICT. Flexible hours can be negotiated with the team.

Roles and Responsibilities

General Tasks and Activities of Fellowship

- Monitor human rights, particularly developments on fundamental freedoms (use of repressive laws, violations);
- Support research on particular thematic issues on human rights and conduct mapping of various human rights issues;

- Assist in programme work/ documentation/compilation/administrative work;
- Assist in organising or preparing for campaigns or events;
- Attend meetings/trainings outside the Secretariat; and
- Assist in other tasks as required by supervisor(s).

Specific Tasks under the East Asia ASEAN Programme

- Monitor regularly the human rights situation in East Asia, including those related to Repressive Laws, Freedom of Expression and Freedom of Assembly and Association, as well as the impact of COVID-19 to human rights;
- Assist in compiling information related to repressive laws into a web-based interactive map;
- Assist in drafting statements, urgent appeals and official letters to be sent to relevant UN Special Procedures and other key regional and international mechanisms;
- Assist in organising events, missions, or meetings, communicating with the different programmes and relevant external stakeholders; and
- Any other tasks according to personal capacity and programme needs.

Basic Qualifications and Criteria

Education:

Bachelor’s degree or advanced degree in international law, human rights, political/social sciences or any related field.

Selection Criteria:

Essential

- Knowledge of human rights situation in Southeast and Northeast Asia countries;
- At least one year of experience in the field of human rights;
- Practical knowledge of international human rights standards, mechanisms and practices;
- Experience in organising or planning meetings/conferences or campaigning;
- Documentation skills;
- Good statement and report drafting, as well as excellent research skills;
- Excellent level of written and spoken English;
- Ability to use Microsoft Office applications (Word, Excel);
- Ability to solve problems, and work in a multicultural team; and
- Ability to work under pressure and meet team deadlines.

Desirable

- Fluency in one of the Southeast/East Asia languages;
- Experience in design and website maintaining skills; and
- Knowledge of graphic design;
- Preferably based in Bangkok. Priority will be given to prospective candidates with permission to stay and work in Thailand.

Application Procedures

Interested applicants should fill in the [Application Form](#) and return the form by email **together with a self-introduction letter** and a **CV** to applications@forum-asia.org before **25 January 2021**, midnight Bangkok Time (UTC+7), stating “Application: East Asia Fellow” in the subject line.

Late applications will not be considered, and only shortlisted candidates will be notified of the outcome of the selection.