

## Management Support Fellow: GA 2021 Announcement

<b>Position</b>	Management Support Fellow: GA 2021
<b>Location</b>	Bangkok, Thailand
<b>Fellowship Duration</b>	Six months (1 July- 31 December 2021)
<b>Remuneration</b>	A stipend of USD 1,100 a month
<b>Closing date</b>	15 June 2021, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	23 and 24 June 2021 in the AM Bangkok time
<b>About the Organisation</b>	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) works to promote and protect human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia and beyond.</p> <p>FORUM-ASIA is a network of 81 members in 21 countries across Asia. It was founded in 1991 in Manila, the Philippines. Its Secretariat was established in Bangkok, Thailand in 1992. Since then, offices have been opened in Geneva, Jakarta, and Kathmandu. FORUM-ASIA has had consultative status with the United Nations Economic and Social Council (ECOSOC Status) since 2004, and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR) since 2017.</p> <p>FORUM-ASIA is committed to building a peaceful, just, equitable and sustainable community of peoples and societies in Asia, where all human rights of all individuals, groups and peoples, without discrimination on any grounds, are fully realised in accordance with international human rights standards and norms. It does so by:</p> <ul style="list-style-type: none"> <li>• Bringing together activists and stakeholders to tackle human rights issues;</li> <li>• Protecting human rights defenders in Asia that find themselves in emergency situations;</li> <li>• Advocating for human rights at the national, regional and international level; and</li> <li>• Building the capacity of its members and partners.</li> </ul>	
<b>Purpose</b>	
<p>As required by FORUM-ASIA's statutes and by-laws, FORUM-ASIA will be organizing its 10<sup>th</sup> General Assembly in November 2021 (GA 2021). The General Assembly, convened by the Executive Committee of FORUM-ASIA, is the highest policy making body of the organisation and comprises all full-fledged and associate member organisations. The GA 2021 is expected to be held in the third week of November 2021. The General Assembly has the following roles and responsibilities:</p> <ul style="list-style-type: none"> <li>• Decide on policies and programme of the Association FORUM-ASIA;</li> <li>• Review and assess the work and activities of the Association FORUM-ASIA;</li> <li>• Elect the Executive Committee ensuring equitable representation of the sub-regions and gender balance.</li> <li>• Elect the Chairperson among the candidates nominated by the elected members of the Executive Committee;</li> <li>• Approve membership recommended by the Executive Committee;</li> <li>• Approve the By-Laws adopted by the Executive Committee;</li> <li>• Receive, examine, and accept audited statements and financial reports.</li> </ul>	
<b>Description of tasks and deliverables</b>	
<p>The Fellow will be working under the guidance and supervision of the Senior Management Team (SMT) with the following tasks and deliverables:</p> <p><b>General task:</b></p> <p>To assist the SMT with all aspects of organising FORUM-ASIA's GA 2021, where between 80 and 100 participants are expected to attend.</p>	

**Specific tasks:**

- To prepare all relevant documentation including but not limited to preparing a workplan; updating templates for use; updating the database of active memberships; and preparing one-pager briefs on new membership applications for the consideration of the GA;
- To coordinate on the organising of the GA 2021 with relevant Programmes within the FORUM-ASIA Secretariat;
- To organise the logistics for the GA 2021;
- To serve as contact points for the Secretariat and Membership on all GA 2021-related matters;
- To prepare documentation for tabling at the General Assembly;
- To compile all relevant information and documents for the Executive Committee for the GA 2021;
- Other related tasks as directed by the SMT.

**Qualifications and Requirements**

- Must have experience in organising an annual general meeting for a regional organisation OR has organised a regional conference/ event for a minimum of 100 pax
- Must be able to work during Thailand business hours.
- Must be able to work independently.
- A degree in any relevant discipline.
- Excellent leadership qualities with an ability to work in a multi-cultural context;
- Ability to undertake documentation and research;
- Strong analytical skills;
- Accuracy and an eye for detail;
- Excellent communication and writing skills in English; and
- Ability to learn continuously and coordinate with different stakeholders.

**Application Procedure**

Interested applicants must submit the following:

- A copy of your completed [Fellowship Application Form](#)
- A resume and a cover letter (**Both in PDF file**) explaining interest in the fellowship

Completed applications must be sent by email to FORUM-ASIA at [applications@forum-asia.org](mailto:applications@forum-asia.org) by **15 June 2021 midnight Bangkok Time (UTC +7)**, stating “**Management Support Fellow: GA 2021**” in the subject line. Please note that **late applications will not be considered**.