

Job Announcement Sabbatical Cover

Position	National Human Rights Institution (NHRI) Programme Officer
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> Starting from 26 July 2021 to 10 August 2022 (Sabbatical cover)
Salary & Benefits	<ul style="list-style-type: none"> A competitive salary in local currency from USD 2310 gross per month Annual Medical Allowance of USD 300
Closing date	31 May 2021, midnight Bangkok Time (UTC+7)
Interview Dates	The week of 10 June
About the Organisation	
<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 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).</p>	
Summary of the Programme	
Duties and Responsibilities	
<p>Reporting to the Senior Management Team (SMT), the NHRI Programme Officer shall carry out the following duties:</p>	
<p>1. Programme Coordination</p> <ol style="list-style-type: none"> Be responsible for the overall coordination of ANNI work; Supervise a team composed of a Programme Associate and/ or fellows/ interns, and ensure quality of programme's delivery; Report regularly to the SMT about any development vis-à-vis the programme; Coordinate with other programmes on programme-related and other organisational activities; Maintain a cordial and strategic working relationship with Asian NHRIs and inter- governmental bodies (i.e., ASEAN and United Nations) on behalf of FORUM-ASIA and ANNI; and Maintain close contacts and engagement with relevant networks of civil society organisations, diplomatic missions, media, and other relevant stakeholders in Asia and beyond. 	
<p>2. Planning and Budgeting</p> <ol style="list-style-type: none"> Support the programme and budget planning process of ANNI Programme; Revise and update the plan periodically in light of field performance and effectiveness; Assist in overall organisational planning, including budgets; and 	

- d. Assist the SMT in drafting concept notes and proposals related to the programme.

3. Programme Implementation

- a. Lead and co-ordinate the implementation of activities in a cost-effective way;
- b. Be responsible for the implementation and co-ordination of the programme(s) and/or project(s) under his/her responsibility, including the organising and co-ordination of ANNI, membership development, networking/coalition building, etc.;
- c. Regularly monitor the performance of NHRIs and respond to human rights issues that concern NHRIs whenever necessary;
- d. Coordinate regularly with other team members within the programme and with other programmes in relation to human rights issues that concern NHRIs;
- e. Communicate with FORUM-ASIA and ANNI members and partner organisations and respond to their requests;
- f. Organise forums, workshops, meetings in cooperation with other programmes;
- g. Organise, facilitate, and participate in fact-finding or advocacy missions whenever necessary;
- h. Draft public statements, press releases and commentaries and/or articles for FORUM-ASIA publications and other media on issues related to the programme;
- i. Assist the SMT in developing and/or expanding and implementing other thematic issues relevant to the programme.

4. Monitoring, Evaluation and Reporting

- a. Lead and coordinate regular monitoring and evaluation of the programme's plans and budgets;
- b. Participate in team evaluations and follow-ups, as well as self-evaluations;
- c. Develop periodic programme reports within a results-based monitoring and evaluation framework against the annual work plan and budget and as per donor requirements;
- d. Produce and coordinate the production of reports on missions under the programme and;
- e. Conduct performance management and evaluations of team members.

5. Participation and Representation

- a. Participate in Executive Committee meetings when required, and sub-regional forums organised by FORUM-ASIA and ANNI members; and
- b. Represent the Secretariat in other relevant meetings, forums, platforms, and processes at national, regional, and international levels.

6. Other Tasks

- a. Implement other relevant tasks and activities as assigned by the SMT.

Basic Qualifications and Criteria

Education:

Masters degree in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies, or Asian studies.

Selection Criteria: Essential

- A minimum of 3 years of experience in the field of human rights – preferably with national and regional/international NGOs working in the field of human rights;
- In-depth understanding of the overall socio-political situation as well as the human rights situation in the Asia region;
- In-depth understanding of the actual application and implementation of international human rights instruments in a variety of situations;
- In-depth knowledge in the working of NHRIs in the Asia region and its mechanisms;
- Good relationship building, advocacy and lobbying skills with various stakeholders (e.g., government officials, diplomats, NGOs, media etc.);
- Good report writing ability and organisational strategising and planning, using Result Based

Management (RBM) or Logical Framework Analysis (LFA) tools;

- Good analytical and synthesis abilities;
- Good written and oral English communication skills;
- Ability to lead a team and collaborate with others in a multicultural and demanding working environment with cross-programme coordination; and
- Strong intrinsic motivation and positive attitude.

Selection Criteria: Desirable

- Good understanding of the history and work of FORUM-ASIA;
- Experience in programme co-ordination in regional/international NGOs in Asia; and
- Ability to facilitate forums/workshops and manage group activities.

Application Procedures

Applicants are requested to fill in the [Job Application Form](#) and send it by email together with a **self-introduction letter** and **two recommendation letters** to applications@forum-asia.org before **31 May 2021**, midnight Bangkok Time (UTC+7), stating “**NHRI Programme Officer_NAME**” in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview in **the week of 10 June**. The application process may include a written or practical assessment.