

Internship Announcement

Position	South Asia Programme Internship
Location	Kathmandu, Nepal
Internship Duration	6 months, starting 01 July 2021
Remuneration	USD 450 stipend per month
Closing date	11 June 2021, midnight Bangkok Time (UTC+7)
Interview Dates	From 17 June 2021

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

South Asia Programme, as one of the two sub-regional country programmes, provides support for and facilitates communication and cooperation among member organisations in South Asia. In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy at the South Asian level in cooperation with other related programmes within the Secretariat.

Unless already based in Nepal, the intern is expected to work remotely from his / her home country, until the travel restrictions are eased.

Roles and Responsibilities

General tasks and activities of internship

- Monitor human rights situation in area of work;
- 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 South Asia Programme

- Monitor regularly the human rights situation in South Asia related to Repressive Laws, Freedom of Expression and Freedom of Assembly and Peaceful 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; 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, political/social sciences or relevant field.

Selection Criteria:

Essential

- Knowledge of human rights situation in South Asian countries;
- Some practical knowledge of international human rights standards, mechanisms and practices;
- Some experience in organising or planning meetings/conferences or campaigning;
- Good statement and report drafting, as well as excellent research skills;
- Excellent level of written and spoken English;
- Excellent computer skills and proficiency with Microsoft Office applications, communication and virtual online meeting tools;
- Ability to multi-task, solve problems, and work in a multicultural team; and
- Ability to work under pressure and meet team deadlines.

Desirable

- Fluency in one of the South Asian languages; and
- Basic understanding of research methodology.

Application Procedures

Interested applicants are requested to fill in the [Internship Application Form](#) and return it by email together with a **resume** and **cover letter** (both in .pdf files) **explaining why you are interested in the position** to internship@forum-asia.org before **11 June 2021**, midnight Bangkok Time (UTC+7), with subject: **South Asia Internship Application_NAME”** (e.g. South Asia Internship Application_Your Full Name) in the subject line.

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