

Job Announcement

Position	East Asia and ASEAN Programme Officer (Jakarta-based)
Location	Jakarta, Indonesia
Employment Duration	<ul style="list-style-type: none"> ● Start date: 27 September 2021 ● 2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> ● A competitive salary in local currency from USD 2,310 gross per month ● Health, Dental, and Accident Insurance
Closing date	1 September 2021, midnight Bangkok Time (UTC+7)
Interview Dates	6-8 September 2021
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 located 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) and the ASEAN Intergovernmental Commission on Human Rights (AICHR).</p>	
Summary of the Programme	
<p>The East Asia and ASEAN Programme (EA-ASEAN) 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. In addition, the Programme conducts and coordinates thematic and country campaigns; documentation; capacity building; and advocacy in cooperation with other related programmes within the Secretariat, focusing on freedom of expression, association, assembly, and civic space.</p> <p>The East Asia and ASEAN Programme Officer is tasked to enhance the synergy of different activities/projects within the East Asia and ASEAN Programme, including ASEAN advocacy, as well as inter-programme coordination within the Secretariat and with members for effective advocacy, campaigning, and networking.</p>	

Duties and Responsibilities

The East Asia & ASEAN Programme Officer assists the & East Asia and ASEAN Programme Manager in overseeing the implementation of the yearly Operational Plan.

In particular, the East Asia and ASEAN Programme Officer shall perform the following duties:

1. Lead ASEAN Advocacy through:

- Implementing FORUM-ASIA's ASEAN strategy, in coordination with other programmes;
- Advocating for the strengthening of human rights protection within ASEAN's human rights mechanisms including the AICHR;
- Leading advocacy and capacity-building efforts with member and partner organisations on ASEAN
- Collaborating and coordinating with stakeholders, including civil with society, government, and the media;
- Documenting and reporting on key developments within ASEAN

2. Support EA-ASEAN operational priorities through:

- Collaboration and support to member and partner organisations in the region;
- Project implementation involving advocacy and capacity-building on fundamental freedoms;
- Support towards documenting and monitoring of human rights violations within the sub-region;
- Organising forums, trainings, meetings in cooperation with other programmes concerned;
- Organising fact-finding missions;
- Managing the ASEAN advocacy website.

3. Monitoring and Evaluation

- Assisting in the overall monitoring and evaluation of organisational plans and budget according to the annual workplan and budget;
- Participating in team evaluations, as well as self-evaluations.

4. Reporting, planning and budgeting

Under the direction of the East Asia and ASEAN Programme Manager:

- Producing periodic progress reports – monthly, quarterly, half yearly and annually;
- Producing mission reports, including finance clearing after each mission;
- Producing programme proposals and relevant reports.

5. Carries out other tasks as assigned by the supervisor.**Basic Qualifications and Essential and Desirable Selection Criteria****Essential selection criteria:**

1. Bachelor's degree or higher in the field of human rights or a related subject such as politics,

social sciences, international relations, international law, development studies or South East Asia studies.

2. Minimum 3 years work experience in the field of human rights.
3. Understanding of the overall socio-political situation as well as human rights situation in the East Asia region and good knowledge of the current socio-political situation in Asia.
4. Understanding of the actual application and implementation of international human rights instruments in a variety of situations.
5. Ability to work successfully as a team member in a multicultural and demanding working environment with cross-programme coordination.
6. Project co-ordination skills.
7. Ability to work under pressure, multi-task and manage team deadlines.
8. Good advocacy and lobbying skills with various stakeholders (government officials, diplomats, regional mechanisms, NGOs, NHRIs, media, etc.).
9. Analytical skills.
10. Good communication skills in English.
11. Good report-writing skills.
12. Good IT skills.

The selected candidate must have the authorisation to work in Jakarta, Indonesia.

Desirable selection criteria:

1. Experience of working in national or regional/international NGOs in the field of human rights.
2. Good understanding of the history and work of FORUM-ASIA.
3. Knowledge in the workings of ASEAN and its human rights mechanisms.
4. Understanding of research methodology

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 by **1 September 2021**, midnight Bangkok Time (UTC+7), stating "East Asia and ASEAN Programme Officer Application" in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview after 6 September 2021. The selection process may include a written or practical assessment.