

Job Announcement

Position	Human Rights Defenders (HRD) Programme Associate (P1-3)
Location	Remote
Duration	Starting immediately 1 year contract with possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of contract, and a satisfactory performance assessment)
Remuneration	<ul style="list-style-type: none"> • A salary in local currency equivalent to US\$ 27,300 gross per annum (including 13th month salary) • Health Insurance
Closing Date	27 August 2021, midnight Bangkok time
Interview Dates	1 st week of September 2021

About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is the largest membership-based human rights and development organisation in Asia with 81 member organisations in 21 countries, across Asia. 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. FORUM-ASIA seeks to strengthen international solidarity in partnership with organisations and networks in the global South.

FORUM-ASIA was founded in 1991, and established its Secretariat in Bangkok in 1992. Since then, other offices have been opened in Geneva, Jakarta, and Kathmandu. FORUM-ASIA has consultative status with the UN Economic and Social Council (ECOSOC Status) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).

Duties and Responsibilities

FORUM-ASIA's HRD Programme is a protection measure for human rights defenders (HRDs) and women human rights defenders (WHRD) in Asia. It seeks to facilitate a conducive environment for HRDs/WHRDs towards a more effective and efficient conduct of their work while being conscious of the risks involving their actions. It also pursues provision of practical safeguards for HRDs/WHRDs at risk by reducing both actual and perceived threats stemming from their work and activities.

Reporting to the HRD Programme Manager, the HRD Programme Associate will contribute developing and implementing strategy and action plan for the HRD Programme in line with FORUM-ASIA's overall protection strategies.

Specifically, the HRD Programme Associate shall:

1. Programme Management

- Attend regular programme team meetings, and prepare minutes, if required; and
- Coordinate with other programmes on organisational activities.

2. Planning and budgeting

- a. Assist the HRD Programme Manager in developing programme planning, implementation, monitoring and evaluation; and
- b. Assists the HRD Programme Manager in identifying key human rights issues in Myanmar and provides innovative ideas to refine the programme's strategy.

3. Programme Implementation

- a. Support and assist the implementation of the HRD Programme's Protection Plan for HRDs/WHRDs at risk namely providing emergency assistance to Asian HRDs/WHRDs under threat in close coordination with FORUM-ASIA members, partners and defenders at risk;
- b. Organise and prepare holistic security training for defenders in Asia including Myanmar;
- c. Assist in maintaining the human rights defenders database and Asian Human Rights Defenders Portal;
- d. Organise forums, workshops and field missions in cooperation with FORUM-ASIA members, partners and other programmes concerned; and
- e. Support Programme staff on broader programme initiatives, including thematic research and preparation of programme materials.

4. Monitoring, Evaluation and Reporting

- a. Participate in team evaluations and follow-ups, as well as self-evaluations;
- b. Assist the HRD Programme Manager in preparing periodic progress reports: monthly, quarterly, half yearly and annually, as required, in a results-based management framework; and
- c. Produce mission reports, including finance clearance after each mission.

5. Other Tasks

- a. Work closely with FORUM-ASIA members and partners to support HRD Programme related activities; and
- b. Implement other relevant tasks and activities as assigned by the HRD Programme Manager.

Qualifications and Requirements

Education:

Bachelor's degree or advanced degree in human rights, law, politics, social sciences, international relations, development studies or other relevant fields.

Competence:

1. Mature personality with ability to work in a multicultural and demanding working environment with cross-programme coordination;
2. Ability to work under pressure and manage competing deadlines;
3. High-level of self-motivated, positive attitude, strategic thinking and multi-tasking ability; and
4. Good team player.

Experience:

1. Minimum three years' work experience in the field of human right, preferably in the context of both national and regional/international NGOs, with at least two years of this experience specific to HRD programme/project in Myanmar;
2. Working experience with HRDs/WHRDs at risk, including experience of rapid emergency assistance to cases of HRDs/WHRDs at risk;
3. Comprehensive knowledge of human rights issues in Myanmar. Knowledge on issues in neighboring countries is a plus;
4. Ability to assess and address the security issues of threatened HRDs/WHRDs in Asia and familiarity with physical, digital security issues and tools as well as psycho-social well-being issues; and
5. Preferably, good understanding of the work and history of FORUM-ASIA.

Skills:

1. Candidates must have native or near-native fluency in English and Burmese. Other local languages used in Myanmar is a plus.
2. Excellent interpersonal and communication skills and ability to rapidly analyse and integrate diverse information from varied sources into a concise analysis;
3. Strong ability to harness and maintain good relations with various stakeholders such as FORUM-ASIA members, partners, government officials, diplomats, NGOs, NHRIs, media and other relevant institutions and civil society organisation; and
4. Strong technical aptitude and expertise with MS Office tools.

Application Procedure

Interested applicants must submit the following:

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

Completed applications must be sent by email to FORUM-ASIA at applications@forum-asia.org by **27 August 2021, midnight Bangkok Time (UTC +7)**, stating **"Human Rights Defenders Programme Associate Position (Myanmar project)"** in the subject line.

Please note that **late applications will not be considered.**