

Job Announcement

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| Position | Human Rights Defenders Programme – Programme Assistant (Part-time) |
| Location | Bangkok, Thailand |
| Duration | Until 31 December 2022, starting immediately (24 hours per week) |
| Remuneration | USD 585 per month |
| Closing date | 28 November 2021, midnight Bangkok Time (UTC+7) |
| Interview Dates | Week of the 29 November 2021 |

About the Organisation

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. FORUM-ASIA is a network of 82 member organisations in 23 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).

FORUM-ASIA's HRD Programme provides protection for human rights defenders (HRDs) and women human rights defenders (WHRD) at risk in Asia. It seeks to build the capacity of HRDs to utilize preventative protection measures and develop safe and conducive environments to work more effectively and efficiently in response to the risks involved in undertaking their legitimate human rights work. The HRD Programme seeks to raise awareness and enhance the provisions of practical safeguards for HRDs/WHRDs at risk by reducing both actual and perceived threats stemming from their activities.

General Tasks and Activities of part-time programme assistant:

- Provide assistance to the implementation of the Social Justice Leader's Fellowship Programme;
- Support the work of the HRD Programme (including but not limited to documentation and other administrative activities); and
- Assist in organising and/or preparing for consultations or other Fellowship Programme activities.

Specific Tasks under the Human Rights Defenders (HRD) Programme

- Undertake research on relevant policies and regulations related to the implementation of the Fellowship Programme;
- Identify and communicate with, partner organisations and institution(s) for the implementation of the Fellowship Programme.
- Provide logistical support of the Fellowship Programme as well as maintaining and updating any relevant contact lists or guidelines.
- Assist with financial budgeting relating to the implementation of the Fellowship Programme.

Undertake overall administrative support to the HRD Programme for activities related to the Fellowship Programme.

Qualifications and requirements

Applicants should have:

- A Bachelor's degree or advanced degree in international human rights law, political/social sciences, Asia studies or relevant field;
- Some knowledge about international human rights standards, mechanisms and practices;
- A commitment and interest in human rights and social justice issues in the Asian region;
- Self-motivation and the ability to work independently;
- Experience in organizing and/or planning meetings, conferences including logistical support;
- Strong interpersonal, oral and written communication skills;
- Good command of both English and Thai; and
- The ability to work as a member of a team and willing to work flexibly.

Application Procedures

Interested applicants must submit the following:

- Completed [Application Form](#);
- A resume and a cover letter (**Both in PDF file**) explaining interest in a specific programme or project.

Completed applications must be sent by email to FORUM-ASIA at applications@forum-asia.org by 28 November 2021, **midnight Bangkok Time (UTC +7)**. **Late applications will not be considered.**