

Job Announcement

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| Position | Human Rights Defenders (HRD) Programme Fellow for Afghanistan |
| 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\$ 1,000 gross per month • Annual Medical Allowance up to USD 300 |
| Closing Date | 3 December 2021, midnight Bangkok time |
| Interview Dates | 2 nd week of December 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 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).

Duties and Responsibilities

FORUM-ASIA's HRD Programme is a protection measure for Human Rights defenders (HRDs) including 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 Fellow for Afghanistan 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 Fellow shall:

1. Main Activities:

- a) Assist in managing the Protection Plan/ Emergency Assistance for human rights defenders at risk in Afghanistan;
- b) Monitor country-specific and thematic human rights situations in Afghanistan;
- c) Assist with administrative programme work including documentation and compilation of human rights information; and
- d) Assist with organising or preparing for consultations, capacity development, research, and/or other events.

2. Specific Tasks under the Assigned Department

- e) Assist in the preparation and implementation of the protection plan/ emergency

assistance support for HRD/WHRDs at risk from Afghanistan including document translation in English;

- f) Monitor human rights situations and issues in Afghanistan related to HRD/WHRDs;
- g) Assist in maintaining regional database on HRDs cases in Asia, in particular Afghanistan;
- h) Assist in drafting urgent appeals which are sent to relevant UN Special Procedures and other key regional and international mechanisms for the protection of HRDs in Asia, in particular Afghanistan; and
- i) Any other tasks according to personal capacity and programme needs.

3. Key Expected Documentary Outputs

- j) Documents related to emergency assistance supports to HRD/WHRDs at risk from Afghanistan;
- k) Minutes compilation of the consultations, capacity development and/or other events; and
- l) Draft monthly statistics of encoded HRDs cases in the database on HRDs in Afghanistan.

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

Skills:

1. Candidates must have native or near-native fluency in Dari and/or Pashto, as well as full working proficiency command of English. Knowledge on other local languages used in Afghanistan 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 **3 December 2021, midnight Bangkok Time (UTC +7)**, stating **“Human Rights Defenders Programme Fellow Position (Afghanistan project)”** in the subject line. Please note that **late applications will not be considered**.