

Job Announcement

Position	Programme Officer, Advocacy and Research (P2-1)
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> As soon as possible 2-year contract with possibility of renewal (subject to availability of budget, a six-month probationary period at the beginning of the contract, and a satisfactory performance assessment)
Salary & Benefits	<ul style="list-style-type: none"> A competitive salary in local currency from USD 30, 030 gross per year Health Insurance
Closing date	17 December 2021, midnight Bangkok Time (UTC+7)
Interview Dates	The week of 24 January 2022
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 82 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with 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).</p>	
About the project:	
<p>FORUM-ASIA is implementing a Project from November 2021 to October 2024 to contribute to an enabling environment for fundamental freedoms and sustainable development in Asia.</p> <p>The Project is implemented through research, capacity building and advocacy activities in six countries (Myanmar, the Philippines, Sri Lanka, Pakistan, Mongolia, and Kyrgyzstan).</p> <p>FORUM-ASIA and its implementing partners from the six countries of focus aim to contribute to an enabling environment for marginalised and vulnerable groups, especially:</p> <ul style="list-style-type: none"> - Those living in a condition of poverty (including religious & ethnic minorities and vulnerable workers) - Women and LGBTIQs with various intersectional identities - Community-based defenders (including indigenous, land and environmental defenders) and WHRDs - National-level CSOs (including FORUM-ASIA members) 	
Duties and Responsibilities	
<p>Reporting to the Programme Manager of the Development Knowledge Management (DKM) Programme, the Advocacy and Research Programme Officer shall carry out the following duties:</p> <p>In relation to the Project, the Programme Officer is expected to:</p> <ul style="list-style-type: none"> - Provide logistical support for the implementation of six fact-finding missions (FFMs) in the country of focus, 	

including by developing and reviewing the drafting of agreements with partners and monitoring in coordination with relevant programmes the expenses related to this project.

- Initiate the collection of secondary data and sources on relevant topics instrumental for the preparation of the FFMs in the six identified countries.
- Draft and edit concept notes and templates related to the implementation of the Project.
- Coordinate the conceptualization and drafting of tailored questionnaires, in consultation with relevant programmes and partners, to be utilized during the FFMs in the six identified countries.
- Initiate, edit and finalize drafts of specific sections of the FFM reports, especially the ones based on secondary sources and data.
- Coordinate between programmes involved in the conduction of the FFMs and the Communication and Media Programme for the development of visual and media material related to the FFMS and public launches.
- Support the drafting of capacity building curriculums stemming from the FFMs in coordination with relevant programmes and partners.
- Provide logistical support for the implementation of six capacity building activities stemming from the FFMs, including developing and reviewing the drafting of agreements with partners and monitoring in coordination with relevant programmes the expenses related to this project.

Basic Qualifications and Criteria

Education:

Master's degree in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies, or Asian studies.

Selection Criteria: Essential

- A minimum of 3 years of experience in the field of human rights and/or sustainable development – preferably with national and regional/international NGOs working in the field of human rights and/or sustainable development;
- In-depth understanding of the overall socio-political situation as well as the human rights situation in the Asian region;
- In-depth understanding of the actual application and implementation of national, regional and international human rights instruments in a variety of situations;
- Demonstrated excellent writing skills and organisational strategy and planning, using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools;
- Excellent analytical and synthesis abilities;
- Excellent written and oral English communication skills;
- Ability to lead a team and collaborate with others in a multicultural and demanding working environment with cross-programme coordination; and
- Strong intrinsic motivation, open to feedback, and a lighthearted but determined attitude.

Selection Criteria: Desirable

- Good understanding of the history and work of FORUM-ASIA;
- Experience in programme coordination in regional/international NGOs in Asia; and
- Ability to facilitate forums/workshops and manage group activities.

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 before **17 December 2021**, midnight Bangkok Time (UTC+7), stating “Research and Advocacy 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 in **the week of 24 January 2022**. The application process may include a written or practical assessment.

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.