

## Job Announcement

<b>Position</b>	<b>Human Rights Defenders (HRD) Programme Manager</b>
<b>Location</b>	<b>Bangkok, Thailand</b>
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>• As soon as possible</li> <li>• 2-year contract with possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of the contract, and a satisfactory performance assessment)</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• A competitive salary in local currency from US\$ 40,950 per annum gross (USD 3,150 per month + 13th month)</li> <li>• Health Insurance</li> </ul>
<b>Closing date</b>	28 January 2022, midnight Bangkok Time (UTC+7)
<b>Interview Dates</b>	The week of 7 February 2022
<b>About the Organisation</b>	
<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 a 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>	
<b>About the Position:</b>	
<p>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 more effective and efficient conduct of their work while being conscious of the risks involving their actions. It also pursues the provision of practical safeguards for HRDs/WHRDs at risk by reducing both actual and perceived threats stemming from their work and activities.</p>	
<b>Duties and Responsibilities</b>	
<p>Reporting to the Executive Director, the HRD Programme Manager will develop the strategy and action plan for the HRD Programme in line with FORUM-ASIA's overall strategies, and lead on their implementation. Specifically, the HRD Programme Manager shall:</p> <ol style="list-style-type: none"> <li><b>1. Programme Management and Coordination</b> <ol style="list-style-type: none"> <li>a. Supervise and mentor a team composed of programme officer(s), associate(s), consultant(s), and fellows/interns, and ensure the quality of Programme delivery;</li> <li>b. Lead regular Programme team meetings and implement decisions as agreed in consultation with the Executive Director;</li> <li>c. Coordinate with other Programmes on Programme-related and other organisational activities;</li> </ol> </li> </ol>	

- d. Facilitate inter-member coordination vis-à-vis Programme implementation at all levels;
- e. Maintain a cordial working relationship with UN Special Procedures Mandate Holders on behalf of the Organisation vis-à-vis relevant thematic areas;
- f. Maintain close contact and engagement with relevant networks of civil society organisations, diplomatic missions, media, and other relevant stakeholders; and
- g. Represent FORUM-ASIA in related meetings and forums on HRDs in consultation with the HRD Programme team and the SMT.

**2. Planning and budgeting**

- a. Lead Programme and budget planning processes of the HRD Programme;
- b. Revise and update the plan periodically in light of field performance and effectiveness;
- c. Provide inputs into fund-raising proposals and concept notes for HRD-related projects; and
- d. Draft programme related concept notes and proposals.

**3. Programme Implementation**

- a. Lead and coordinate the implementation of Programme activities in a cost-effective way;
- b. Lead and coordinate the implementation of the HRD 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;
- c. Oversee regular updates of the human rights defenders database and Asian Human Rights Defenders Portal, which monitors and documents violations against HRDs and WHRDs online for the usage of the Programme's research and public advocacy;
- d. Coordinate research on key trends, patterns and common issues faced by HRDs and WHRDs in Asia;
- e. Facilitate assistance from members and partners to national, regional, and international networks and coalitions of HRDs;
- f. Organise relevant forums, trainings, meetings, and interactions in cooperation with other programmes concerned in consultation with Executive Director;
- g. Conduct regional advocacy on the protection of HRDs in coordination with other Programme and Executive Director; and
- h. Assist the SMT in developing and/or expanding and implementing other thematic issues relevant to the Programme.

**4. Monitoring, Evaluation and Reporting**

- a. Contribute/provide input into relevant PME's reports including periodic Programme reports in a result-based monitoring and evaluation framework against the annual work plan and budget and as per donor requirements;
- b. Lead the team in evaluations and follow-ups, as well as lesson-learnt for learning and reflection for improvement; and
- c. Produce and coordinate the production of reports about missions including finance clearance under the Programme.

**5. Supervision**

- a. Actively support and coach supervisees throughout the year; and
- b. Manage all aspects of the performance management process in a timely manner.

**6. Other Tasks**

- a. Participate in Executive Committee meetings when required;
- b. Represent the Secretariat in other relevant platforms including meetings, forums, platforms, and processes both at regional and international levels as required; and
- h. Implement other relevant tasks and activities as required by Executive Director.

## Basic Qualifications and Criteria

### Education:

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

### Essential skills and behaviours:

- a. Ability to lead a team and work in a multicultural and demanding working environment with cross-programme coordination;
- b. Excellent project coordination and management skills;
- c. Ability to work under pressure and manage competing deadlines;
- d. High-level of self-motivation, positive attitude and strategic thinking, excellent interpersonal and communication skills with excellent oral and written English;
- e. Report writing ability using Result-Based Management (RBM) or Logical Framework Analysis (LFA) tools;
- f. Advocacy skills and ability to harness and maintain good relations with various stakeholders such as NGO representatives, NHRIs, media and other relevant institutions and civil society organisations; and
- g. Excellent analytical and synthesis abilities. Strong technical aptitude and expertise with MS Office tools.

### Experience:

- a. Minimum seven years' work experience in the field of human rights, preferably in the context of both national and regional/international NGOs, with at least three years of this experience specific to HRD programme/project in Asia;
- b. Working experience with HRDs and WHRDs at risk, including experience of rapid emergency assistance to cases of HRDs and WHRDs at risk;
- c. A track record of implementing physical, digital, and psychosocial security systems, and familiarity with the gender dimension of security systems, and ability to assess and address security issues of threatened HRDs/WHRDs;
- d. In-depth understanding of the overall socio-political situation and human rights situation in the Asia region, particularly the challenges faced by HRDs/WHRDs; and
- e. Proven understanding of the actual application and implementation of international human rights instruments in a variety of situations.

### Desirable skill:

- a. Knowledge of at least one Asian language; and
- b. Good understanding of the work and history of FORUM-ASIA.

## 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](mailto:applications@forum-asia.org) before **28 January 2022**, midnight Bangkok Time (UTC+7), stating "**Human Rights Defenders (HRD) Programme Manager 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 7 February 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.***