

Job Announcement

Position	Human Rights Defenders (HRD) Programme Associate
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 three-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 US\$ 27,300 gross per annum (including 13th month salary) Health Insurance
Closing date	7 March 2022, midnight Bangkok Time (UTC+7)
Interview Dates	The week of 14 March 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 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>	
About the Position:	
<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>	
Duties and Responsibilities	
<p>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.</p> <p>Specifically, the HRD Programme Associate shall:</p>	
<ol style="list-style-type: none"> 1. Programme Management <ol style="list-style-type: none"> 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 ASEAN Social Justice Leader's Fellowship Programme as well as related activities/projects including administrative and logistics;
- b. 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;
- c. Organise and prepare national, regional and international advocacy and field missions for defenders in Asia including Afghanistan and South Asia in cooperation with FORUM-ASIA members, partners and other programmes concerned;
- d. Assist in maintaining the human rights defenders database and Asian Human Rights Defenders Portal; 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.

Basic Qualifications and Criteria

Education:

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

Essential skills and behaviours:

- a. Candidates must have excellent oral and written English as well as Knowledge of at least one Asian language;
- b. Excellent interpersonal and communication skills and ability to rapidly analyse and integrate diverse information from varied sources into a concise analysis;
- c. 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;
- d. Strong technical aptitude and expertise with MS Office tools;
- e. Mature personality with ability to work in a multicultural and demanding working environment with cross-programme coordination;
- f. Ability to work under pressure and manage competing deadlines;
- g. High-level of self-motivated, positive attitude, strategic thinking and multi-tasking ability; and
- h. Good team player.

Experience:

- i. 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 Asia;
- j. Working experience with HRDs/WHRDs at risk, including experience of rapid emergency assistance to cases of HRDs/WHRDs at risk including rest & respite programme;
- k. Comprehensive knowledge of human rights issues in Asia; and
- l. 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.

Desirable skill:

- m. Knowledge on issues in Afghanistan, Thailand, and/or Southeast Asia region is a plus; and
- n. 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 before **7 March 2022**, midnight Bangkok Time (UTC+7), stating "**Human Rights Defenders (HRD) Programme Associate 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 14 March 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.