

## Job Announcement

<b>Position</b>	<b>Planning, Monitoring &amp; Evaluation (PME) Programme Associate</b>
<b>Location</b>	<b>Bangkok, Thailand or remote within Asia</b>
<b>Employment Duration</b>	<b>1-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)</b>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• <b>A competitive salary in local currency from US\$ 25,935 gross per annum (including 13th month salary)</b></li> <li>• <b>Health Insurance</b></li> </ul>
<b>Closing date</b>	<b>March 7, 2022</b>
<b>Interview Dates</b>	<b>The week of 14 March 2022</b>
<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. 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. FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
<b>About the position:</b>	
<p>The Programme Associate will be working with FORUM-ASIA's Planning, Monitoring and Evaluation (PME) Programme which plays an important and key role in supporting the other programmes and the organisation at large in planning, reporting and evaluation of its work. The Programme Associate will assist the team in its internal planning process, lead and contribute significantly to donors and internal report writing and documentation processes. The Programme Associate together with the team will be responsible for proving the right tools for programme data collection, reporting and planning.</p>	
<b>Duties and Responsibilities</b>	
<p>Under the overall guidance and supervision of PME Programme Manager and Senior PME Officer, the PME Programme Associate will assist FORUM-ASIA in planning, monitoring, collecting information and reporting of programme activities and compiling donor reports. Specifically, the PME Programme Associate shall be responsible for the following tasks:</p>	
<b>Workplan and Budget Planning</b>	
<ul style="list-style-type: none"> <li>• Assist PME Programme during annual and mid-term plan and budget process to develop and review programme workplans.</li> <li>• Be informed, up-to-date and keep track of Donors and internal reporting timelines requirements, and deadlines.</li> <li>• Manage the mission progress tracker, activity, update and consolidate project and organisations data storage platform and routinely post relevant information on organisational data storage platform.</li> <li>• Identify and manage interactive online tools and methods for workshops organisation and</li> </ul>	

facilitation.

### **Monitoring and Analysis**

- Regular monitors organisational and project indicators by collecting data from programme reports and other sources and analysing overall progress on achievement of results.
- Update and clean mission data collection and indicators reference sheets and other trackers and carry out follow ups with programmes on reporting timelines.
- Contribute to other donors, external or internal stakeholder reports as and when required.
- Assist in the development of semi-annual and progress markers from programmes reports and provide feedback to programmes on evaluation surveys.
- Support in coordination and regular communication with programmes to stay abreast of upcoming programme activities and provide support during progress monitoring and reporting
- Monitor progress of project benefits against work plans. Provide technical assistance for project(s) M&E, including direct support to and capacity-building of partners' organization staff. Conduct regular M&E supervision and coordination activities of various project (s) in field along with partners on a regular basis;

### **Reporting and Documentation**

- Lead on assigned donor reports on monthly, quarterly, six-month, and annual progress reports or as per timelines agreed with donors.
- Contribute to other donors, external or internal stakeholder reports as and when required.
- Produce semi-annual and progress markers from programmes reports and provide feedback to programmes on evaluation surveys.
- Coordinate and communicate regularly with programmes to stay abreast of upcoming programme activities and provide support during progress monitoring and reporting.
- Cleaning up notes, consolidation of report on annual mid-term review workshops and writing other PME mission reports including action plans and follow ups.

### **Other Tasks**

- Engage in report writing and documentation as per the direction of PME Programme.
- Work closely with FORUM-ASIA members and build their capacities to support PME related activities.
- Represent PME programme in internal events, meetings, workshops, etc. with a view to learn, and solicit and share information to support the role of PME Programme.
- Carry out other relevant tasks and activities as assigned by the PME Programme including administrative support.

## **Basic Qualifications and Criteria**

### **Education:**

Bachelors degree or higher in Social Science, Statistics, Economics, Development Studies, Project Management, Business Administration and/or other related field.

### **Essential Skills and Behaviours:**

1. Candidates must have excellent oral and written English skills as well as Knowledge of at least one Asian language;
2. Mature personality with ability to work in a multicultural and demanding working environment with cross-programme coordination;
3. Ability to work under pressure and manage competing deadlines;
4. High-level of self-motivation, positive attitude, strategic thinking and multi-tasking ability; and good team player.
5. Strong time-management and prioritization skills.
6. Ability to work under stress and manage deadlines.
7. Advanced technical skills in MS Word, Excel, Access, PowerPoint and online workshops

interactive platforms.

8. Familiarity and equipped with project management tools and processes is an added advantage.

**Experience:**

9. Minimum 2 years work experience in a national, regional and/or international NGO in professional capacity, on project/programme monitoring, evaluation and reporting.
10. Technical writing experience in I/NGOs working on human rights and development issues.
11. Experience of using data analysis and reporting software including Excel, SPSS etc.

**Desirable skill:**

12. Basic understanding about the overall socio-political situation as well as human rights situation in the Asia region.
13. 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 7 March 2022, midnight Bangkok Time (UTC+7), stating “PME Programme Associate Application (1 year contract)” 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.*