

Development and Knowledge Management Fellow Announcement

Position	Development and Knowledge Management (DKM) Fellow
Location	Remote in Asia and/or Bangkok, Thailand if already legally permitted to work in Thailand
Fellowship Duration	6 months
Remuneration	A stipend of USD 1100 a month
Closing date	12 September 2022, midnight Bangkok Time (UTC+7)
Interview Dates	To be announced.
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is the largest membership-based human rights and development organisation in Asia. FORUM-ASIA works to promote and protect all human rights for all, 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).</p>	
Main Tasks and Activities of the Fellowship	
<ul style="list-style-type: none"> • Support the preparation, implementation, and reporting of FORUM-ASIA’s annual flagship capacity development programme on human rights and development to be held in Thailand in November • Assist in collecting information for capacity building activities and reviewing reports related to business and human rights • Assist in coordinating with other programmes on DKM’s tasks such as statements and presentations • Any other tasks according to personal capacity and programme’s needs, including administration, logistics, and documentation work 	
Qualifications and Requirements	
<ul style="list-style-type: none"> • Bachelor’s degree or advanced degree in international relations/political science/development or another relevant field • Strong multi-tasking and coordination skills • Excellent command of written and spoken English • Excellent reporting writing and analytical skills • Strong interpersonal, oral, and written communication skills • Self-motivation and ability to work independently in a multi-cultural team • Ability to work under pressure and meet deadlines • Preferably at least six months to 1 year of work experience on development and/or human rights issues in Asia • Preferably speaking one or more Asian language where FORUM-ASIA has member organisations <p>Priority will be given to prospective candidates with permission to work in Thailand.</p>	
Application Procedure	
<p>Interested applicants must submit the following:</p> <ul style="list-style-type: none"> • A copy of your completed Application Form; • A resume and a cover letter (Both in PDF file) explaining interest in the fellowship. 	

Completed applications must be sent by email to FORUM-ASIA at applications@forum-asia.org by 12 **September 2022, midnight Bangkok Time (UTC +7)**, stating **“Development and Knowledge Management Fellow”** in the subject line. Please note that **late applications will not be considered and only shortlisted candidates will be contacted.**

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