Fellowship Announcement

Position | South Asia Programme (SAP) Fellow
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Location | Kathmandu, Nepal  
*(Unless already based in Nepal, the fellow is expected to work remotely from their home country, until the travel restrictions are eased)*
Fellowship Duration | 6 months, starting 1 April 2021
Remuneration | USD 1000 stipend per month
Closing date | 5 March 2021, midnight Bangkok Time (UTC+7)
Interview Dates | From 11 March 2021

About the Organisation
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 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 sub-regional 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).

Summary of the Programme
South Asia Programme, as one of the two sub-regional country programmes, provides support for and facilitates communication and cooperation among member organisations in South Asia. In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy at the South Asian level in cooperation with other related programmes within the FORUM-ASIA Secretariat.

Roles and Responsibilities
**General tasks and activities of Fellowship**
- Monitoring and documenting human rights situation in South Asia
- Assist in implementation of the projects by the South Asia Programme;
- Organise, facilitate, and participate in missions, forums, meetings and trainings as necessary and planned;
- Prepare public statements, commentaries and/or articles as part of the projects;
- Assist in the overall monitoring and evaluation of activities and the project budgets;
- Assist in coordinating with other programmes within FORUM-ASIA on South Asia programme’s tasks; and
- Any other tasks according to personal capacity and programme’s needs, including administration, logistics, and documentation work.

Basic Qualifications and Criteria
**Education:**  
Bachelor’s degree or advanced degree in international law, political/social sciences, development or relevant field.
Selection Criteria:

**Essential**
- Knowledge of human rights situation in South Asian countries
- Some practical knowledge of international human rights standards, mechanisms
- Some experience in organising or planning meetings/conferences or campaigning
- Excellent report writing and analytical skills
- Excellent research and drafting skills including basic understanding of research methodology
- Excellent command of written and spoken English
- Ability to multi-task, solve problems, and work in a multicultural team
- Ability to work under pressure and meet team deadlines and ability to work independently.

**Desirable**
- At least six months to 1 year of work experience on development and/or human rights issues in a national/regional/international organization, preferably in South Asia
- Fluency in one of the South Asian languages
- Previous research experience and/or publications in law, human rights, social sciences or development.

Application Procedure

Interested applicants are requested to submit the following:

- A copy of your completed [Fellowship Application Form](#)
- A resume and cover letter (both in PDF files) explaining why you are interested in the fellowship

Completed applications must be sent to [applications@forum-asia.org](mailto:applications@forum-asia.org) before 5 March 2021, midnight Bangkok Time (UTC+7), with subject: *South Asia Fellowship Application_NAME* (e.g. South Asia Fellowship Application_Your Full Name) in the subject line.

Late applications will not be considered, and only shortlisted candidates will be notified of the outcome of the selection.