

### Job Announcement

<b>Position</b>	<b>Human Rights Defenders (HRD) Programme Associate</b>
<b>Location</b>	<b>Bangkok, Thailand</b>
<b>Employment Duration</b>	<b>Starting from 15 January 2014 2 years, contract renewable (Subject to a three-month probationary period at the beginning of contract)</b>
<b>Salary &amp; Benefits</b>	<b>USD 13,000 per annum (USD 1,000 per month + 13<sup>th</sup> month) Health, Dental and Accidental Insurance</b>
<b>Closing Date</b>	<b>20 December 2013</b>
<b>Interview Dates</b>	<b>7-8 January 2014</b>

#### About the Organisation

As a membership-based regional human rights organisation, FORUM-ASIA works to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia. FORUM-ASIA presently has 47 member organisations across 16 countries in Asia. Founded in 1991, 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 people—are fully respected and realised in accordance with internationally accepted human rights norms and standards.

FORUM-ASIA, as a NGO in Consultative Status with the United Nations, 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.

#### Duties and Responsibilities

**The Human Rights Defenders (HRD) Department**, advocates and campaigns for the protection of HRDs in Asia, provides support to HRDs at risk -including legal aid, trial observation and emergency support, facilitates cooperation and solidarity among HRDs in Asia, and conducts trainings to build capacity of Asian HRDs. The HRD Department encourages and provides assistance to national networks of HRDs with the view to build a stronger defense of human rights at national level which are linked to the regional HRD network to enhance the impact of advocacy and campaigns in support of HRDs in Asia. Reporting directly to the Human Rights Defenders Programme Manager, the Human Rights Defenders (HRD) Programme Associate will implement FORUM-ASIA overall campaign and advocacy strategies to respond to the human rights situation/ challenges.

The HRD Programme Associate shall:

1. Assist in implementing the programme and projects under the HRD Department. These include:
  - a. Assist in the implementation of the HRD Protection Plan
  - b. Assist in the maintenance of the human rights defenders database
  - c. Assist in the drafting of a regular report on human rights defenders in Asia
  - d. Conduct missions as and when required
2. Monitor regularly and respond to the situation of HRDs in Asia, with special attention to HRDs who are at an increased risk of persecution such as HRDs working on economic, social and cultural (ESC) rights and HRDs who are supporting victims and

communities affected by human rights violations committed by state and non-state actors.

3. Organise forums, trainings, meetings in cooperation with other programmes concerned.
4. Support Programme staff on broader programme initiatives, including research and preparation of programme materials.

## **Basic Qualifications and Selection Criteria**

### **Education:**

Bachelors degree or higher in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies or South Asia studies.

### **Competence:**

1. Mature personality; ability to work in a multicultural and demanding working environment with cross-programme coordination;
2. Excellent programme/ project management skills;
3. Self-motivated, positive attitude, strategic thinking and multi-tasking ability;
4. Ability to work under pressure and manage team deadlines;
5. Good team player;

### **Experience:**

1. Minimum one to two years work experience in the field of human rights—preferably both national and regional/international NGOs in the field of human rights;
2. In-depth understanding about the overall socio-political situation as well as human rights situation in Asia;
3. Good knowledge in terms of context, operation, contributions and limitations in human rights discourse;
4. Preferably good understanding about the history and work of FORUM-ASIA;

### **Skills:**

1. Excellent interpersonal and public presentation skills both in oral and in written English and preferably an Asian language;
2. Excellent communication and research skills and the ability to rapidly analyse and integrate diverse information from varied sources;
3. Strong advocacy and lobby skills with various stakeholders such as government officials, diplomats, NGOs, NHRIs, media and other relevant institutions and civil society organisation;
4. Good report-writing ability in organisational strategising and planning using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools;
5. Strong technical aptitude and expertise with MS Office tools;

## **Application Procedure**

Those who are interested in the job are requested to fill in the **Job Application Form** and return the form by email together with a self-introduction letter and two recommendation letters (one letter from one of the member organisations of FORUM-ASIA to: [applications@forum-asia.org](mailto:applications@forum-asia.org) before 20 December 2013.

The successful candidate will be contacted for an interview to be conducted in Bangkok or by Skype between 7-8 January 2014. The interview may include a written or practical test.