

Job Announcement

Position	Planning, Monitoring & Evaluation (PME) Programme Officer
Location	Bangkok, Thailand
Employment Duration	1 year from date of appointment (with possibility for extension) Subject to a 3-month probation at the beginning of contract
Salary & Benefits	<ul style="list-style-type: none"> • USD 28,600 per annum (2,200 USD per month + 13th month), may vary according to candidate's experience and qualifications • Health, dental and accident insurance
Closing date	2 May 2016
Interview Dates	After 9 May 2016

About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.

At present, it has 58 member organisations across 19 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand and has 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 people—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).

Duties and Responsibilities

Under the overall guidance and supervision of PME Programme Manager, the PME Programme Officer will assist FORUM-ASIA PME Unit in planning, monitoring, collecting information and reporting of programme activities. Specifically, the PME Programme Officer shall be responsible for the following tasks:

1. Programme Planning and Document Maintenance

- Assist PME Programme Manager during annual plan and budget process to develop and review programmatic workplans and organisational budget.
- Be informed, up-to-date and keep track of Donor, Senior Management Team, Executive Committee and other stakeholders' requests, reporting requirements, and deadlines.
- Design, update and maintain reporting templates and data collection tools, and other PME related documentation in an accessible way.
- Manage the mission progress tracker and activity calendar and routinely post relevant information on FORUM-ASIA Intranet and Members' Forum sites.
- Assist the PME Programme Manager and Senior Management Team on grant application review and proposal development.

2. Monitoring Programme Implementation, Progress Tracking and Reporting

- Assist Programmes with individual workplans, detailed budgets and logical frameworks in order to support smooth implementation of planned activities.
- Assist PME Programme Manager in developing monitoring and impact indicators and monitoring and evaluating overall progress on achievement of results.
- Assist PME Programme in coordination, information dissemination and data collection (e.g., inputs, information and statistics) during mid-term and annual progress reporting, and annual work planning.
- Assist the PME programme Manager in drafting monthly, quarterly, six-month, and annual progress reports for donors and other stakeholders.
- Coordinate and communicate regularly with Programmes to stay abreast of upcoming programme activities and provide support during progress monitoring and reporting.
- Compile programme information for routine reporting on programme activities in a timely manner.
- Assist PME Programme Manager in conducting follow ups in relation to progress tracking and reporting.
- Review and comment on Concept Notes, Activity or Mission Proposals and Reports submitted by Programmes.
- Coordinate with FORUM-ASIA Finance Unit on reviewing financial reports for Donors and the Executive Committee.
- Help organise and participate in PME Programme meetings, organisational meetings, and prepare meeting minutes.
- Assist PME Programme Manager in developing and implementing an organisation-wide Monitoring and Evaluation System.
- Identify opportunities for on-site monitoring missions in consultation with individual Programme.
- Participate in field missions, as suggested by PME Programme Manager.

3. Other Tasks

- Engage in research studies, as per the direction of PME Programme Manager.
- Work closely with FORUM-ASIA members to support PME related activities.
- Represent FORUM-ASIA at external 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 Manager.

Basic Qualifications and Criteria

Education:

Bachelors degree or higher in Economics, Development Studies, Public Administration and/or other related social science field.

Competence:

1. Mature personality; ability to work on a team in a multicultural and demanding work environment with cross-programme coordination.
2. Excellent analytical and reporting writing skills.
3. Excellent programme/ project management skills.
4. Strong time-management skills.
5. Good communication (verbal and written) skills.
6. Self-motivated, positive attitude, strategic thinking and multi-tasking ability.
7. Ability to work under pressure and manage deadlines.

Experience:

1. Minimum 3 years work experience in a national, regional and/or international NGO in professional capacity, on project/programme monitoring, evaluation and management.
2. Technical knowledge on M&E theory; practical experience in Result-based Management, Logical Framework, and Theory of Change.
3. In-depth understanding about the overall socio-political situation as well as human rights situation in the Asia region.
4. Experience in field monitoring activities, is a plus.
5. Preferably good understanding about the history and work of FORUM-ASIA.

Skills:

1. Computer skills (MS Word, Excel, Access, PowerPoint).
2. Fluency in both written and spoken English.
3. Familiar and equipped with some research methodology skills is an added advantage.
4. Organized, professional and committed to the cause.

Application Procedures

Interested applicants are requested to fill in the [Job Application Form](#) and return the form by email **together with a self-introduction letter, two recommendation letters, preferably from FORUM-ASIA members/partners and a sample of writing to:**

applications@forum-asia.org on or **before 2 May 2016**

You can get contact details of FORUM-ASIA's member organisations at www.forum-asia.org. Only shortlisted candidates will be responded to. The interview will be conducted by Skype starting **9 May 2016**. A written test may be required after the interview.