

## Job Announcement

<b>Position</b>	<b>Planning, Monitoring and Evaluation (PME) Programme Manager</b>
<b>Location</b>	<b>Bangkok, Thailand</b>
<b>Employment Duration</b>	<b>From date of appointment to December 2016 Subject to a 3-month probation at the beginning of contract</b>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>• <b>USD 39,000 per annum (3,000 USD per month + 13<sup>th</sup> month), may vary according to candidate's experience and qualifications</b></li> <li>• <b>Health, dental and accident insurance</b></li> </ul>
<b>Closing date</b>	<b>30 June 2015</b>
<b>Interview Dates</b>	<b>After 6th July 2015</b>

### About the Organisation

FORUM-ASIA presently has 47 member organisations across Asia. Its regional Secretariat is located in Bangkok, Thailand and has offices in Jakarta and Geneva.

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.

Founded in 1991, FORUM-ASIA is committed to building a peaceful, just, gender-equal, 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 an NGO in Consultative Status with the UN, advocates human rights issues through engagement with governments, inter-governmental organisations and the UN for the better promotion and protection of all human rights.

### Duties and Responsibilities

The Planning, Monitoring and Evaluation (PME) Department leads the FORUM-ASIA Secretariat in programme planning, monitoring and evaluating results and significance of the programmes and reporting the outcomes. The Department also coordinates PME standard setting and implementation, including capacity building in these areas. Reporting to the designated member of the Senior Management Team (SMT), the PME Programme Manager will oversee the above functions and coordinates day-to-day implementation and monitoring of programme interventions of FORUM-ASIA at all levels. Specific tasks include:

#### 1. Development of Planning, Monitoring, Evaluation (PME) and Reporting systems

- Review the existing PME and reporting systems and develop an action plan for further improvement
- Organise training workshops for staff to enhance their capacity on project management and assist staff in institutionalising the PME system in their regular work
- Assist FORUM-ASIA member organisations in developing an effective PME system

## **2. Assistance in developing Strategic Action Plan and Annual Work Plans**

- Collect necessary information and data and help the SMT in developing a Strategic Action Plan of the Organisation
- Assist programme staff in developing Annual Work Plan in line with OSAP, and develop a consolidated Annual Work Plan

## **3. Monitoring of program implementation in line with the Annual Work Plan**

- Document and analyse mission proposals, mission reports, program progress reports, including financial reports, to ensure their consistency and coherence with the Annual Work Plan
- Monitor regularly programme updates shared in the intranet and shared folder, and compile information for progress reporting
- Critically assess staff mission reports and program progress reports against relevant indicators in line with OSAP and Annual Work Plans, and draw results for reporting and sharing

## **4. Drafting of organizational reports**

- Consolidate activity reports regularly from programmes for organisational reporting
- Draft organisational reports, based on the information compiled and generated, as required by the SMT, Executive Committee and donors
- Make sure all reporting obligations are fulfilled on time with quality documents and information

## **Basic Qualifications and Criteria**

### **Education:**

Bachelor's degree or higher in the field of human rights or a related subject such as law, political and social science, international relations, development or Asian studies. Specialised training in PME is preferred.

### **Competence:**

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

### **Experience:**

1. More than seven years' experience of work in PME areas and issues, particularly in relation to human rights and development project/programme management with emphasis on planning, monitoring and evaluation
2. Preferably a minimum of three years' PME work experience in a regional and international NGO
3. Theoretical and practical knowledge of Result-Based Management (RBM) and Logical Framework Analysis (LFA) tools
4. In-depth understanding of the overall socio-political situation as well as human rights situation in Asia
5. Knowledge of the human rights in contexts is preferred

6. Good understanding about the work of FORUM-ASIA.

**Skills:**

1. Excellent interpersonal and public presentation skills both in oral and written English. Knowledge of at least an Asian language is preferred.
2. Excellent communication and research skills and the ability to rapidly analyse and integrate diverse information from varied sources
3. Strong report writing ability using Result Based Management (RBM) and Logical Framework Analysis (LFA) tools
4. Strong technical aptitude and expertise with MS Office tools.

**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](mailto:applications@forum-asia.org) before 30 June 2015**

You can get contact details of FORUM-ASIA's member organisations at [www.forum-asia.org](http://www.forum-asia.org)

Only shortlisted candidates will be responded to. The interview will be conducted in Bangkok or by skype starting 6<sup>th</sup> July 2015. A written test may be required after the interview.