

## Job Announcement

<b>Position</b>	<b>ASEAN Advocacy Programme Officer (part time)</b>
<b>Location</b>	<b>Jakarta, Indonesia</b>
<b>Employment Duration</b>	<b>5 months (with the possibility of renewal or extension depending on performance and funding availability )</b>
<b>Salary &amp; Benefits</b>	<b>• USD 600 per month (depending on experience)</b>
<b>Closing date</b>	<b>10 September 2015</b>
<b>Interview Dates</b>	<b>15 – 20 September 2015</b>

**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 47 member organisations across 16 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries.

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**

**The ASEAN Advocacy Programme** provides support for and facilitates communication and cooperation among member organisations in Southeast Asia on human rights related issues surrounding the Association for Southeast Asian Nations (ASEAN) and its human rights mechanism, namely the ASEAN Intergovernmental Commission on Human Rights (AICHR), and the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC). The Programme conducts and coordinates thematic and country campaigns and advocacy at the Southeast Asia level, in cooperation with other related programmes within the Secretariat.

Reporting to the ASEAN Advocacy Programme Manager, **the Programme Officer** shall:

1. Support the implementation of the ASEAN Advocacy Programme
2. Monitor human rights situation in the ASEAN region
3. Identify commitments and activities derived from various meetings of the ASEAN human rights system, particularly the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC), and also of the ASEAN Intergovernmental Commission on Human Rights (AICHR) where relevance
4. Facilitate the development of CSOs' common advocacy positions and collaborative activities on key issues in the region for joint advocacy
5. Help organise workshops and meetings as required
6. Provide administrative support for ASEAN Advocacy Programme activities
7. Liaise and maintain networks with partners and regional organisations
8. Prepare reports of meetings/ activities
9. Undertake other tasks as assigned by the ASEAN Advocacy Programme Manager

## Basic Qualifications and Selection Criteria

### Education:

Bachelor's degree or higher in the field of human rights or a related subject such as gender/ feminism, law, political and social sciences, international relations, development or South East Asian studies.

### Competence:

1. Mature personality with an ability to work in a multicultural setting and demanding working environment with cross programme coordination
2. Self-motivated, down to earth and positive in attitude
3. Multi-tasking skills and ability to work independently and under pressure of deadlines
4. Ability to digest big amount of information, analyze it and draw conclusion quickly
5. Good team player

### Experience:

1. Minimum three years work experience in the field of human rights—preferably in the setting of both national and regional/international NGOs
2. Preferably a minimum of one-year work experience in organisation/programme/project management in a regional/international NGO
3. Good understanding about the overall socio-political situation as well as human rights situation in Southeast Asia
4. Good knowledge of ASEAN in terms of its context, operation, contributions and limitations vis-à-vis human rights
5. Good understanding of the actual application and implementation of international human rights instruments, including women's rights and rights of the child, in a variety of situations

### Skills:

1. Good interpersonal communication and public presentation skills
2. Good command of both spoken and written English; good command of an ASEAN language would be an advantage
3. Excellent report writing skills
4. Familiarity with the use of the Internet and website.
5. Good advocacy and lobby skills with various stakeholders (government officials, diplomats, NGOs, NHRIs, media etc.)

## 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** (*at least one from one of the member organisations of FORUM-ASIA*) to: [applications@forum-asia.org](mailto:applications@forum-asia.org) **before 10 September 2015**.

**Late applications will not be considered**

The successful candidate will be contacted for an interview to be conducted in Jakarta or by Skype on 15-20 September 2015. The interview may include a written or a practical test.