

Job Announcement

Position	South Asia Programme Officer
Location	Kathmandu, Nepal
Employment Duration	Starting date: as soon as available 2 years, contract renewable (Subject to a three-month probationary period)
Salary & Benefits	USD 28,600 per annum (USD 2,200 per month + 13th month) Health, Dental and Accidental Insurance
Closing Date	15 June 2015

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, 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—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 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

Reporting directly to the South & East Asia Programme Manager, the South Asia Programme Officer will develop and implement FORUM-ASIA's overall campaign and advocacy strategies to respond to the human rights situation/challenges in the South.

The South Asia Programme Officer shall:

1. Be responsible for sub-regional programme management: planning and budgeting, monitoring and evaluating and reporting;
2. Be in charge of the implementation and coordination of the programme and project(s) under his/her responsibility to include Membership Services and Development in South Asia;
3. Monitor regularly and respond to human rights situation and issues in South Asia whenever necessary;
4. Communicate with member and partner organisations and respond to their requests;
5. Organise forums, trainings, meetings in cooperation with other programmes concerned;
6. Organise fact-finding missions whenever necessary;
7. Prepare public statements, commentaries and/or articles for FORUM-ASIA publications and other media.

Basic Qualifications and Selection Criteria

Educations:

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

Competences:

1. Mature personality; ability to work as a team in a multicultural setting and demanding working

environment with cross-programme coordination.

2. Excellent programme/project management skills.
3. Self-motivated, disciplined, positive attitude, flexibility in thinking and multi-tasking ability.
4. Ability to work under pressure and manage team's deadlines.

Experience:

1. Minimum five 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 South Asia and good knowledge of the current socio-political situation in Asia.
3. Proven in-depth understanding of the actual application and implementation of international human rights instruments in a variety of situations.
4. Preferably good understanding of the history and work of FORUM-ASIA.
5. Preferably good knowledge of the workings of the South Asian Association for Regional Cooperation (SAARC).
6. Knowledge of the workings of the UN Human Rights Council and its mechanism is an added advantage.

Skills:

1. Good communication and public presentation skills in English.
2. Excellent report-writing ability using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools.
3. Good advocacy and lobby skills with various stakeholders (government officials, diplomats, NGOs, NHRIs, media, etc.)
4. Excellent analytical and synthesis abilities.
5. Familiar and equipped with some research methodology skills is an added advantage.
6. Good computer and internet skills.

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 to applications@forum-asia.org before 15 June 2015.**

The successful candidate will be contacted for an interview to be conducted in Kathmandu or by Skype. The interview may include a written test or practical test.