Job Announcement

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<th>Position</th>
<th>Communication and Media Programme Officer</th>
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<tr>
<td>Location</td>
<td>Bangkok, Thailand</td>
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<tr>
<td>Employment Duration</td>
<td>• Start date: 1 January 2023</td>
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<td>• 2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period and availability of funds)</td>
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<td>Salary &amp; Benefits</td>
<td>• A competitive salary in local currency from USD 30,030 gross per annum</td>
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<td>• Health Insurance</td>
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<td>Closing date</td>
<td>10 November 2022, midnight Bangkok Time (UTC+7)</td>
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<td>Interview Dates</td>
<td>After 15 November, 2022</td>
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About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 85 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with 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 – are fully respected and realised in accordance with internationally accepted human rights norms and standards. It does so by:

- Building the capacity of its members and partners
- Bringing together activists and stakeholders to tackle human rights issues
- Protecting human rights defenders in Asia that find themselves in emergency situations
- Advocating for human rights at the national, regional and international level

Our Core Values

Everything we do in the pursuit of FORUM-ASIA’s purpose, vision and mission are guided by our core values and principles that reflect who we are and what we stand for. Our core values are:

- Transparency & Accountability
- Inclusion
- Relevance & Impact
- Creativity & Learning
- Safeguarding Wellbeing
- Empathy & Compassion

Summary of the Programme

The Communication and Media Programme works on internal and external communication to maximise the organisational outreach to its members, partners and outside audiences, through traditional and social media strategies, publications, events and other communication tools. The primary role of the programme is to create a larger constituency for human rights issues in Asia and
use strategic communications to engage with media and audiences who can influence change

**Duties and Responsibilities**

Reporting directly to the Communication and Media Programme Manager, the Communication and Media Programme Officer shall:

1. Work together with the Communications & Media Programme Manager to develop a communication strategy that supports FORUM-ASIA’s five-year organisational (2023-2027) strategy, including a refresh of the organisation’s branding; systems, tools, means and platforms for public communications.
2. Assist in the implementation of FORUM-ASIA communication and media strategies, including FORUM-ASIA advocacy activities, campaigns, and public events - for focus countries and themes.
3. Drafting and editing FORUM-ASIA statements/press releases, Op-Eds, letters, reports, publications, social media posts including drafting compelling calls to action.
4. Assist FORUM-ASIA programmes in external FORUM-ASIA communication efforts, such as publications, press-releases, audio-visual materials, and social media content through creating project specific communications strategies based on issues/countries and calls for action.
5. Assist in on-going updating of FORUM-ASIA website, social media channels and e-newsletter.
6. Assist in planning, designing and implementation of public campaigns, including development of advocacy materials, through curated communications materials (graphic design knowledge is an added advantage).
7. Perform any other tasks as requested by the Programme Manager.

**Basic Qualifications and Essential and Desirable Selection Criteria**

**Essential selection criteria:**

1. Bachelor’s degree or higher in mass communications, journalism, or equivalent work experience and/or 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.
2. Minimum three years work experience in the field of communication preferably in the human rights field, with experience in curating outreach campaigns, building awareness and relationship building with media.
3. Experience with management of websites and social media channels, excellent digital communications skills, search engine optimization, storytelling, and digital impact analysis.
4. Ability to work successfully as a team member in a multicultural and demanding work environment.
5. IT literate with project co-ordination skills and the ability to work under pressure, multi-task and manage team deadlines.
6. Analytical skills and excellent people skills, adaptable, culturally sensitive and empathic.
7. Excellent communication and writing skills in English especially writing for media.
8. Understanding of the overall socio-political situation as well as human rights situation in Asia.

**Desirable selection criteria:**

1. Communications/editorial experience in organisation/programme/project management in a regional/ international NGO,
2. A creative flair and a strong ability to translate requirements into design, with good knowledge of design software such as Canva, Adobe InDesign, Illustrator and Photoshop.
3. Knowledge of history and work of FORUM-ASIA,
4. Experience with facilitation and public speaking,
5. Knowledge of digital security, cloud-based video conferencing and media streaming

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<th>Application Procedures</th>
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<td>Applicants are requested to fill in the Job Application Form and send it by email together with a self-introduction letter to <a href="mailto:applications@forum-asia.org">applications@forum-asia.org</a> before 10 November 2022, midnight Bangkok Time (UTC+7), stating “Communication and Media Programme Officer Application” in the subject line. Please note that late applications will not be considered.</td>
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Shortlisted candidates will be invited to an online interview after 15 November 2022. The selection process will include a written assessment.

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.