

Job Announcement

Position	Planning, Monitoring and Evaluation (PME) Programme Officer
Location	Bangkok, Thailand or remotely in other parts of Asia
Employment Duration	<ul style="list-style-type: none"> • Start date: as soon as possible • 2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> • 30,030 USD per annum (2,310 USD per month + 13th month) • Health, Dental, and Accident Insurance
Closing date	11 December 2022, midnight Bangkok Time (UTC+7)
Interview Dates	TBA
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is the largest membership-based human rights and development organisation in Asia with 85 member organisations in 23 countries, across Asia. FORUM-ASIA works to promote and protect human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia and beyond. FORUM-ASIA seeks to strengthen international solidarity in partnership with organisations and networks in the global South.</p> <p>FORUM-ASIA was founded in 1991 and established its Secretariat in Bangkok in 1992. Since then, other offices have been opened in Geneva, Jakarta, and Kathmandu. FORUM-ASIA has consultative status with the UN Economic and Social Council (ECOSOC Status) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).</p>	
Duties and Responsibilities	
<p>Under the overall guidance and supervision of PME Programme Manager, the PME Programme Officer will assist FORUM-AISA PME Programme in planning, monitoring, evaluation, reporting and grants management. Specifically, the PME Programme Officer shall be responsible for the following tasks:</p> <p>Tracking progress, reporting and budget monitoring</p> <ul style="list-style-type: none"> • Lead on assigned donor reports on monthly, quarterly, six-month, and annual progress reports or as per timelines agreed with donors. • Contribute to other donors, external or internal stakeholder reports as and when required. • Produce semi-annual and progress markers from programmes reports and provide feedback to programmes on evaluation surveys. • Review the monthly financial reports and compare periodic and total against donor budgets and inform relevant programmes and management accordingly. 	

- Coordinate and communicate regularly with programmes to stay abreast of upcoming programme activities and provide support during progress monitoring and reporting.
- Coordinate with finance, programmes and the PME teams to increase donor compliances in terms of accurate and precise budget allocations, monthly reconciliations and budget tracking.
- Conducting onsite and off-site monitoring to validate findings and collect beneficiaries impact on FORUM-ASIA projects and programmes.

Design and development of tools, systems and plans

- Assist PME Programme Manager in developing monitoring and impact indicators and monitoring and evaluating overall progress on achievement of results.
- Design, update and maintain reporting templates, MS Excel/Access database and data collection and reporting tools, MEL plans and results frameworks and other PME related documentation in a participatory manner.
- Keep up to date about recent trends in PME and use organisational learning to update and adapt systems, tools and plans.
- Work with PME and programme teams to develop and maintain detailed M&E plans, Risk Logs and frameworks for projects, producing them in a variety of formats as necessary to suit compliances.

Planning, evaluation and learning

- Assist Programmes with individual workplans, detailed budgets and logical frameworks in order to support smooth implementation of planned activities.
- Assist the team on organising periodic and ongoing projects and organisational learning and review platforms.
- 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.
- Assist the PME Programme Manager and Senior Management Team in programme and proposal development and the development of annual organisational workplan and budget and internal evaluation.
- Provide technical assistance for project(s) M&E, including direct support to and capacity-building of partners' organization staff. Conduct regular M&E supervision and coordination activities of various project (s) in field along with partners on a regular basis;

Other Tasks

- Work closely with FORUM-ASIA members and build their capacities 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.

<ul style="list-style-type: none"> Carry out other relevant tasks and activities as assigned by the PME Programme Manager.
<p>Basic Qualifications and Essential and Desirable Selection Criteria</p>
<p>Education: Bachelors degree or higher in Economics, Development Studies, Public Administration and/or other related social science field.</p> <p>Competence:</p> <ol style="list-style-type: none"> Mature personality; ability to work as a team player in a multicultural and demanding work environment with cross-programme coordination. Excellent analytical and reporting writing skills. Excellent programme/ project management skills. Strong time-management skills. Good communication (verbal and written) skills. Self-motivated, positive attitude, strategic thinking and multi-tasking ability. Ability to work under pressure and manage deadlines. Thematic understanding of human rights, civic space and democracy issues and stakeholders in Asia. <p>Experience:</p> <ol style="list-style-type: none"> Minimum of 5 years work experience in a national, regional and/or international NGO in professional capacity, on project/programme monitoring, evaluation and project management. Technical knowledge and experience in PME areas such as Results Based Management (RBM), Results Frameworks Logical Framework, Theory of Change, M&E data collection and reporting tools and interactive planning and review avenues. Advanced understanding of developing MS Excel, MS Access and/or web based project and programme databases. In-depth understanding of financial monitoring and budget tracking. Basic understanding about the overall socio-political situation as well as human rights situation in the Asia region. <p>Skills:</p> <ol style="list-style-type: none"> Advanced technical skills in MS Word, Excel, Access, PowerPoint and MS Project. Fluency in both written and spoken English. Familiar and equipped with some research methodology skills is an added advantage. Organized, professional and committed to the cause.
<p>Application Procedures</p>
<p>Applicants are requested to fill in the Job Application Form and send it by email together with a covering letter to applications@forum-asia.org on or before 11 December 2022, midnight Bangkok Time (UTC+7), stating “Your Name_ PME Programme Officer-Job Application” in the subject line. Please note that late applications will not be considered. Shortlisted candidates will be invited to an online interview and the application process may include a written assessment and follow up interviews.</p> <p><i>All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.</i></p>