

Job announcement

Position	South Asia Programme Associate (P1-2)
Location	Kathmandu, Nepal
Employment Duration	As soon as possible • 2-year contract with the possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of the contract, and a satisfactory performance assessment)
Salary & Benefits	• A competitive salary in local currency from US\$ 25,935 gross per annum (including 13 th month salary) • Health Insurance
Closing date	06 February 2023, midnight Bangkok Time (UTC+7)
Interview Dates	To be announced later
About an organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 82 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.</p> <p>FORUM-ASIA is committed to building a peaceful, just, equitable and sustainable community of peoples and societies in Asia, where all human rights of all individuals, groups and peoples, without discrimination on any grounds, are fully realised in accordance with international human rights standards and norms. It does so by:</p> <ul style="list-style-type: none"> • 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 <p>About South Asia Programme:</p> <p>South Asia Programme, as one of the two sub-regional country programmes, provides support for and facilitates communication and cooperation with member organisations in South Asia. In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy at the South Asian level in cooperation with other related programmes within the Secretariat. The South Asia Programme Associate will assist the South Asia Programme Manager in the implementation of the project to support independent civil society and media led by and for women, youth and marginalized communities in Nepal.</p>	
Duties and Responsibilities:	
<p>Under the overall guidance and supervision of South Asia Programme Manager, the South Asia Programme Associate will assist CSM-STAND project funded by USAID in Lumbini Province Nepal. Specifically, the SAP Associate shall be responsible for the following tasks: In relation to the Project, the South Asia Programme Associate is expected to:</p> <ul style="list-style-type: none"> • Assist overall implementation of the project in Lumbini Province in close coordination with members and partners at the province; 	

- Provide logistical support for the implementation of fact-finding missions (FFM) and inter-provincial knowledge transfer including by developing and reviewing the drafting of agreements with partners and monitoring in coordination with relevant programmes the expenses related to this project;
- Initiate the collection of secondary data and sources on relevant topics instrumental for the preparation of the FFMs and inter-provincial knowledge transfer;
- Draft and edit concept notes and templates related to the implementation of the Project together with South Asia Programme Manager;
- Coordinate the conceptualization and drafting of questionnaires, in consultation with relevant programmes and partners, to be utilized during the FFMs;
- Initiate, edit and finalize drafts of specific sections of the FFM reports, especially the ones based on secondary sources and data.;
- Coordinate with relevant province for the inter-provincial knowledge transfer;
- Assist South Asia Programme with individual and project workplans, detailed budgets and logical frameworks in order to support smooth implementation of planned activities.

Other Tasks

- Work closely with FORUM-ASIA members, partners in Nepal and build their capacities to support in programme implementation, coordination and linkages development at the provincial level;
- Represent FORUM-ASIA at external events, meetings, workshops, etc. with a view to learn, and solicit and share information to support the role of South Asia Programme;
- Carry out other relevant tasks and activities as assigned by the South Asia Programme Manager.

Basic Qualifications and Essential and Desirable Selection Criteria

Education:

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

Experience:

- Minimum 5 years work experience in a national, regional and/or international NGOs in the field of human rights and development;
- Sound understanding of the overall socio-political situation as well as human rights situation in the South Asia region, especially of Nepal and good knowledge of the current socio-political situation in South Asia.

Essential selection criteria:

- Understanding of the actual application and implementation of international human rights instruments in a variety of situations;
- Ability to work as a team member in a multicultural and demanding working environment with cross-programme coordination;
- Project/programme co-ordination skills;
- Good communication and analytical skills;
- Good report-writing skills and IT skills.

Desirable selection criteria:

- Experience of work in national or regional/international NGOs in the field of human rights;

- Good understanding about the history and work of FORUM-ASIA; Basic knowledge of the workings of related UN Human Rights mechanisms;
- Basic understanding of research methodology;
- Ability to speak at least one local language Tharu or Awadhi (other than English and Nepali).

Others

- Nepalese national or has the right to work in Nepal

Application Procedure

Applicants are requested to fill in the [Job Application Form](#) and send it by email together with a self- introduction letter and two recommendation letters to applications@forum-asia.org stating “South Asia Programme Associate 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 or practical assessment.

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