

**Development and Knowledge Management Programme Associate
Announcement**

Position	Development and Knowledge Management (DKM) Programme Associate
Location	Remote in Asia and/or Bangkok, Thailand if already legally permitted to work in Thailand
Duration	2 years
Remuneration	A gross salary of USD 1,995 per month
Closing date	4 June 2023
Interview Dates	The week of 12 June 2023

About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is the largest membership-based human rights and development organisation in Asia. FORUM-ASIA works to promote and protect all human rights for all, 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. 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).

Main Tasks and Activities of the Programme Associate

- Assist in implementing, monitoring, and reviewing activities undertaken by project partners in Myanmar, Philippines, Sri Lanka, Pakistan, Kyrgyzstan, and Mongolia.
- Support the conceptualisation, preparation, implementation, and reporting of FORUM-ASIA's regional consultations with UN Special Procedures and capacity building programmes on human rights and development.
- Assist FORUM-ASIA, its members and partners in advocacy efforts related to business and human rights and the environment.
- Support engagement with key partners and coalitions working on issues related to business and human rights, International Financial Institutions and Development Finance Institutions.
- Assist in coordinating with other programmes on DKM's tasks such as statements, press releases and presentations.
- Any other tasks according to personal capacity and programme's needs, including administration, logistics, and documentation work.

Qualifications and Requirements

- Bachelor's degree or advanced degree in international relations/political science/development or another relevant field
- Strong multi-tasking and coordination skills
- Excellent command of written and spoken English
- Excellent reporting writing and analytical skills
- Strong interpersonal, oral, and written communication skills
- Self-motivation and ability to work independently in a multi-cultural team
- Ability to work under pressure and meet deadlines
- Preferably at least one year of work experience in development and/or human rights issues in Asia

- Preferably able to speak one or more Asian language where FORUM-ASIA has member organisations

Application Procedure

Interested applicants must submit the following:

- A copy of your completed **Application Form;**
- A resume and a cover letter (**Both in PDF file**) explaining interest in the position.

Completed applications must be sent by email to FORUM-ASIA at **applications@forum-asia.org** by **4th June, midnight Bangkok time (UTC +7)**, stating **“Development and Knowledge Management Programme Associate”** in the subject line. Please note that **late applications will not be considered, and only shortlisted candidates will be contacted.**