

**Job Announcement**

<b>Position</b>	<b>East Asia and ASEAN Programme Officer (or Associate)</b>
<b>Location</b>	Asia, with preference in one of our hubs in Thailand or Indonesia
<b>Employment Duration</b>	<ul style="list-style-type: none"> <li>Start date: As soon as possible</li> <li>2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)</li> </ul>
<b>Salary &amp; Benefits</b>	<ul style="list-style-type: none"> <li>From 25,935 - 30,030 USD per annum (including 13th-month salary)</li> <li>Health Insurance</li> </ul>
<b>Closing date</b>	15 June 2023, 11.59PM Bangkok Time (UTC+7)
<b>Interview Dates</b>	Starting from 4 <sup>th</sup> week of June
<b>About the Organisation</b>	
<p>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.</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 realized in accordance with international human rights standards and norms. It does so by:</p> <ul style="list-style-type: none"> <li>Building the capacity of its members and partners</li> <li>Bringing together activists and stakeholders to tackle human rights issues</li> <li>Protecting human rights defenders in Asia that find themselves in emergency situations</li> <li>Advocating for human rights at the national, regional, and international level</li> </ul>	
<b>Duties and Responsibilities</b>	
<p>The EA &amp; ASEAN Programme Officer carries out tasks under the overall guidance of the East Asia &amp; ASEAN Programme Manager. The EA &amp; ASEAN Programme Officer assists the East Asia &amp; ASEAN Programme Manager in overseeing the implementation of the Organisational Strategic Plan. Specifically, the EA &amp; ASEAN Programme Officer has the following responsibilities:</p> <ol style="list-style-type: none"> <li><b>1. Programme Implementation</b> <ol style="list-style-type: none"> <li>Assisting the EA &amp; ASEAN Programme Manager on the coordination and implementation of programme and projects with members and partners under the EA &amp; ASEAN programme portfolio (60% ASEAN Advocacy &amp; 40% EA Country Priorities);</li> <li>Contributing to the programme management: planning and budgeting, monitoring, evaluating and reporting;</li> <li>Monitoring regularly and responds to human rights situation, policy development, human rights institution and issues in East Asia and Southeast Asian countries and ASEAN human rights mechanisms relevant to the thematic issues of FORUM-ASIA;</li> <li>Communicating with member and partner organisations and responds to their requests;</li> <li>Organising missions, forums, trainings, meetings in cooperation with other programmes concerned as necessary and planned;</li> <li>Leading the management of EA &amp; ASEAN microsites.</li> </ol> </li> <li><b>2. Programme management</b> <ol style="list-style-type: none"> <li>Attending management meetings, if requested;</li> </ol> </li> </ol>	

- B. Attending or leading regular programme team meetings;
- C. Assisting the EA & ASEAN Programme Manager in conducting programme team meetings and prepares the minutes;
- D. Coordinating with other programmes on organisational activities;
- E. Communicating regularly with members and partners;
- F. Drafting ToR including job descriptions of team members such as for consultant(s), intern(s) and volunteer(s);
- G. Participating in the recruitment and evaluation process for staff when required;
- H. Supervising work of programme team members (associate(s), fellow(s), intern(s)) as required.

### 3. Planning and budgeting

- A. Assisting the EA & ASEAN Programme Manager in developing programme planning, monitoring and implementation including budgets;
- B. Assisting the EA & ASEAN Programme Manager in identifying key human rights issues in the region and provides innovative ideas to refine the programme's advocacy strategy;
- C. Producing programme proposals and reports.

### 4. Monitoring and evaluation

- A. Assisting in the overall monitoring and evaluation of organisational plans and budget according to the annual workplan and budget;
- B. Participating in team evaluations, as well as self-evaluations (with PME).

### 5. Reporting

- A. Producing periodic progress reports – monthly, quarterly, half yearly and annually;
- B. Producing mission reports, including finance clearing after each mission.

### 6. Other responsibilities

- A. Carrying out other tasks as assigned by the supervisor.

### **Benefits**

- The opportunity to work with a multicultural team on various human rights-related projects.
- Travel opportunities for missions within and beyond Asia, including attending international meetings at the regional and global level.
- Development opportunities to grow and lead in financial management for human rights projects.

### **Qualifications and Desirable Criteria**

#### **Essential selection criteria**

- Minimum a master's degree in social sciences, international relations, international law, development studies, Southeast Asia studies, or other relevant major. Candidates with Bachelor's degree will be considered in addition to the relevant working experience(s);
- Minimum 3 years work experience in the field of human rights;
- Understanding of the overall socio-political situation as well as human rights situation in the East Asia region and good knowledge of the current socio-political situation in Asia;
- Understanding of the actual application and implementation of international human rights instruments in a variety of situations;
- Programme management skills;
- Ability to work in a multicultural and demanding working environment with cross-programme coordination;
- Ability to work under pressure, multi-task and manage team deadlines;
- Excellent communication skills in English and other East Asian/Southeast Asian language(s);

- Excellent report-writing skills;
- Good IT skills;
- Self-motivated and ability to work independently;
- Willingness to learn and coordinate with different stakeholders.
- Ability to travel within Asia and internationally.

**Desirable selection criteria**

- Knowledge and experience on engaging with ASEAN mechanisms;
- Experience of working in national or regional/international NGOs in the field of human rights in East and Southeast Asian countries;
- Understanding of advocacy and campaigns methodology.

**Application Procedure**

To apply for the position of East Asia and ASEAN Programme Officer, interested candidates are required to fill out the [Job Application Form](#), and submit it along with a self-introduction letter and contact information for two references by email to [applications@forum-asia.org](mailto:applications@forum-asia.org). The deadline for applications is 15 June 2023 at 11:59 PM Bangkok Time (UTC+7) and the subject line should be "**EA-ASEAN Programme Officer Application YOUR NAME**". Late applications will not be accepted.

Shortlisted candidates will be notified and invited to participate in an online interview starting the 4<sup>th</sup> week of June 2023. The selection process may also include a written or practical assessment. Only shortlisted candidates will be notified.

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