

Development and Knowledge Management Programme Manager Announcement

Position	Development and Knowledge Management (DKM) Programme Manager
Location	Remote in Asia and/or Bangkok, Thailand if already legally permitted to work in Thailand
Duration	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)
Remuneration	<ul style="list-style-type: none"> • A competitive salary in local currency from US\$ 40 950 gross per annum (including 13th month salary) • Health Insurance
Closing date	14 June 2023
Interview Dates	To be announced.
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. 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).</p>	
Main Tasks and Activities of the Programme Manager	

- Lead and coordinate FORUM-ASIA’s work on business and human rights, climate justice as well as economic, social and cultural rights (ESCRs).
- Oversee the implementation, monitoring and revision of activities undertaken by project partners, especially in Myanmar, Philippines, Sri Lanka, Pakistan, Kyrgyzstan, and Mongolia.
- Lead 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.
- Coordinate advocacy efforts related to business and human rights, climate justice and ESCRs.
- Lead the engagement with key partners and coalitions working on issues related to business and human rights, International Financial Institutions and Development Finance Institutions.
- Lead and coordinate regular monitoring and evaluation of the programme’s plans and budgets.
- Produce and coordinate the production of reports on missions under the programme.
- Conduct performance management and evaluations of team members.
- Represent FORUM-ASIA in relevant meetings, forums, platforms, and processes at national, regional and international levels.

Qualifications and Requirements

Essential selection criteria:

- Master’s degree or higher in the field of human rights, environment, climate change or development studies.
- Minimum 5-7 years work experience in the field of human rights and/or environment and climate change, preferably working with a regional/international organisation.
- Deep understanding of the overall socio-political situation as well as human rights situation in Asia.
- Ability to work successfully as a team leader in a multicultural and demanding working environment with cross-programme coordination.
- Excellent command of written and spoken English.
- Excellent writing and analytical skills.

Desirable selection criteria:

- Good understanding of the history and work of FORUM-ASIA.
- 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 **14 June 2023, midnight Bangkok Time (UTC +7)**, stating “**Development and Knowledge Management Programme Manager**” in the subject line. Please note that **late applications will not be considered, and only shortlisted candidates will be contacted.**