

Planning, Monitoring and Evaluation Programme Associate Announcement

Position	Planning, Monitoring and Evaluation (PME) Programme Associate
Location	Remote in Asia and/or Bangkok, Thailand if already legally permitted to work in Thailand
Employment Duration	2 years (subject to a three-month probationary period at the beginning of the contract and a satisfactory performance assessment)
Remuneration	A gross salary of USD 1,995 per month
Closing date	4 August 2023
Interview Dates	Week of 7 August
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 Associate

The Programme Associate will be working with the Planning, Monitoring and Evaluation (PME) Programme which plays an important and key role in supporting other programmes and the organisation at large in planning, reporting and evaluation of its work. The Programme Associate will assist the team in its internal planning process, lead and contribute significantly to donors and internal report writing and documentation processes. The Programme Associate together with the team will contribute in providing the right tools for programme data collection, reporting and planning.

Under the overall guidance and supervision of PME Programme Manager, the PME Programme Associate will assist FORUM-ASIA in planning, monitoring, collecting information and reporting of programme activities and compiling donor reports. Specifically, the PME Programme Associate shall be responsible for the following tasks:

Programme Planning

- Assist the PME Programme during annual and midterm planning in developing and reviewing programme workplans.
- Manage the mission progress tracker, activity, update and consolidate project and organisations data storage platform and routinely post relevant information on organisational data storage platform.

Monitoring and Analysis

- Monitor organisational and project indicators regularly by collecting data from programme reports and other sources and analysing overall progress on achievement of results.
- Update mission data collection reference sheets and carry out follow ups with programmes on reporting timelines.
- Provide technical assistance for project(s)' M&E, including direct support to and capacity-building of partners' organisation staff.

Reporting and Documentation

- 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.

- Coordinate and communicate regularly with programmes to stay abreast of upcoming programme activities and provide support during progress monitoring and reporting.

Qualifications and Requirements

Education:

Bachelors degree or advanced degree in Social Science, Statistics, Economics, Development Studies, Project Management, Business Administration and/or other related field.

Essential Skills and Behaviours:

- Excellent command of written and spoken English;
- Excellent reporting writing and analytical skills;
- Mature personality with ability to work in a multicultural and demanding working environment with cross-programme coordination;
- Ability to work under pressure and manage competing deadlines;
- High-level of self-motivation, positive attitude, strategic thinking and multi-tasking ability; and good team player;
- Strong time-management and prioritisation skills;
- Ability to work under stress and manage deadlines;
- Familiarity and equipped with project management tools and processes is an added advantage;
- Preferably able to speak one or more Asian language where FORUM-ASIA has member organisations.

Experience:

- Preferably minimum 2 years work experience in a national, regional and/or international NGO in professional capacity, on project/programme monitoring, evaluation and reporting.
- Technical writing experience in I/NGOs working on human rights and development issues.
- Experience of using data analysis and reporting software including Excel, SPSS etc.

Desirable skill:

- Basic understanding about the overall socio-political situation as well as human rights situation in the Asia region.

- Good understanding of the work and history of FORUM-ASIA.

Application Procedure

Interested applicants must submit the following:

- Completed [Application Form](#).
- Resume and 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 August, midnight Bangkok time (UTC +7)**, stating "**PME Programme Associate Application**" in the subject line. Please note that **late applications will not be considered, and only shortlisted candidates will be contacted** for an online interview.

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