

Job Announcement

Position	South Asia Programme Associate (P1-2)
Location	Kathmandu, Nepal
Employment Duration	<ul style="list-style-type: none"> Start date: 1 October 2023 2-year contract with possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)
Salary & Benefits	<ul style="list-style-type: none"> A competitive salary in local currency from US\$25,935 gross per annum (including 13th month salary) Health Insurance
Closing Dates	12 September 2023, midnight Bangkok Time (UTC+7)
Interview Dates	From 20 September 2023
About the organizations	<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, fundamental freedom, 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 Kathmandu, Geneva and Jakarta.</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"> 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
Summary of the Programme	
<p>The South Asia Programme, as one of the two sub-regional country programmes, provides support for and facilitates communication and cooperation among member organisations in South Asia especially on Fundamental Freedom and Civic Space. 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 is tasked to assist the South Asia Programme Manager for the implementation of different projects/programmes within South Asia as well as inter-programme coordination within the Secretariat and with members for effective advocacy, campaigning and networking.</p>	
Duties and Responsibilities	
<p>Reporting directly to the South Asia Programme Manager, the South Asia Programme Associate will assist the development of and implement FORUM-ASIA's overall campaign and advocacy strategies to respond to the human rights, fundamental freedom, and civic space situation/challenges in the South Asia region.</p> <p>In particular the South Asia Programme Associate shall perform the following duties:</p> <ul style="list-style-type: none"> Regularly and closely monitor the human rights situation in South Asia, and maintain proper documentation of the information/data collected from the region; 	

- Assist in the organisation of forums, trainings, meetings, and advocacy and/or fact-finding missions in cooperation with other programmes concerned, and draft mission reports of these events;
- Draft public statements, commentaries, and/or articles for FORUM-ASIA publications;
- Contribute to the regular monitoring and evaluation of the programme's plans and budgets;
- Human rights documentation (collection of information from members, partners and other media sources);
- Perform other tasks as assigned by the South Asia Programme Manager.

Basic Qualifications and Essential and Desirable Selection Criteria

Essential selection criteria:

- 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;
- Minimum 3-5 years of work experience in the field of human rights, fundamental freedom and civic space;
- Understanding of the overall socio-political situation as well as human rights, fundamental freedom and civic space situation in the South Asia region and good knowledge of the current socio-political situation in South Asia;
- Understanding of the actual application and implementation of international human rights instruments in a variety of situations;
- Ability to work successfully as a team member in a multicultural and demanding working environment with cross-programme coordination;
- Project/programme co-ordination skills;
- Ability to work under pressure, multi-task and manage team deadlines;
- Good advocacy and lobbying skills with various stakeholders (government officials, diplomats, NGOs, NHRIs, media, etc.);
- Analytical skills;
- Good communication skills in English;
- Good report-writing skills and IT skills

Desirable selection criteria:

- Experience of working in national or regional/international NGOs in the field of human rights, fundamental freedom and civic space;
- Good understanding about the history and work of FORUM-ASIA;
- Knowledge in the workings of UN Human Rights Council and its mechanisms;
- Understanding of research methodology;
- Capacity to perform duties in distance monitoring;
- Ability to speak at least a South Asian language.

Application Procedures

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 before **12 September 2023, midnight Bangkok Time (UTC+7)**, 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 after 12 September 2023. The selection process may include a written or practical assessment.