

Planning, Monitoring and Evaluation Programme Fellow Announcement

Position	Planning, Monitoring and Evaluation (PME) Programme Fellow
Location	Remote in Asia and/or Bangkok, Thailand if already legally permitted to work in Thailand
Employment Duration	6 months
Remuneration	\$1,100 per month
Closing date	13 March 2024 midnight Bangkok Time (UTC+7)
Interview Dates	14-20 March 2024
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a 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 PME Fellow	
<p>The PME Fellow will work with the Planning, Monitoring and Evaluation (PME) Programme which plays a key role in supporting other programmes and the organisation at large in planning, reporting and evaluation of its work. The PME Fellow will assist and contribute significantly to donor report writing and documentation processes.</p> <p>Under the overall guidance and supervision of the PME Programme Manager, the PME Fellow shall be responsible for the tasks listed:</p> <ul style="list-style-type: none"> • Assist in collecting and reviewing relevant reports from programmes. • Assist in updating the mission/activity progress tracker, data storage platform, and routinely post relevant information on organisation data storage platform. • Assist in ensuring consistency between programme and donor reports. • Assist in coordinating with programme teams on PME Programme’s tasks. • Assist in organising and documenting and reporting PME Programme’s activities. • Coordinate with the PME Programme to maintain a schedule of narrative and financial reporting deadlines to donors, in close liaison with the Finance team. 	
Qualifications and Requirements	
<p>Education: Bachelors degree or advanced degree in international relations/political science/ development or other related field (e.g. project management).</p> <p>Essential Skills and Behaviours:</p> <ul style="list-style-type: none"> • Excellent command of written and spoken English; • Excellent report 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;
- Familiarity 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:

At least 1-2 years of work experience in project/programme monitoring, evaluation and reporting with a national, regional and/or international NGO in professional capacity.

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 **13 March, midnight Bangkok time (UTC +7)**, stating "**PME Programme Fellow 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.