



Job Announcement

Position	Human Rights Defenders (HRD) Programme Associate
Location	Remote in Asia
Employment Duration	<ul style="list-style-type: none">• Starting immediately• 1 year contract (with a three-month probationary period)
Remuneration	<ul style="list-style-type: none">• A salary in equivalent to US\$ 25,935 gross per annum (including 13th month salary)• Comprehensive Health Insurance
Closing Date	3 May 2024, midnight Bangkok time (UTC +7)
Interview Dates	2 nd and 3 rd week of May 2024

About FORUM-ASIA

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 a 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.

FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups, and peoples—in particular, the poor, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter- governmental organisations and the United Nations for the better promotion and protection of all human rights. FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).

About the Position

The Human Rights Defenders (HRD) Programme Associate is expected to contribute to the implementation of the work of HRD Programme in FORUM-ASIA. HRD Programme provides protection measures to HRDs in all diversities, in Asia. It seeks to facilitate a conducive environment for defenders towards a more effective and efficient conduct of their work while being conscious of the risks involving

their actions. It also pursues provision of practical safeguards for defenders at risk by reducing both actual and perceived threats stemming from their work and activities, including through rapid response protection measures.

Duties and Responsibilities

Reporting to the HRD Programme Manager, the HRD Programme Associate will contribute developing and implementing strategy and action plan for the HRD Programme in line with FORUM-ASIA's overall protection strategies.

Specifically, the HRD Programme Associate shall:

1. Programme Management

- a. Attend regular internal programme, organisational, and external meetings, and prepare minutes, as applicable.
- b. Support in coordination with other programmes in FORUM-ASIA on organisational activities.
- c. Contribute to the HRD Programme's planning, implementation, monitoring, and evaluation.

2. Programme Implementation

- a. Assist the implementation of the HRD Programme's Protection Plan for HRDs at risk, by providing rapid response assistance to HRDs at risk in close coordination with FORUM-ASIA members and partners, with particular focus on Women HRDs in crisis areas in Asia (including Myanmar and Afghanistan).
- b. Assist in the Protection Plan case management, in coordination with the relevant team members in the HRD Programme.
- c. Assist in maintaining the Asian Human Rights Defenders Portal and its database.
- d. Assist in organising forums, workshops and field missions in cooperation with FORUM-ASIA members, partners, and other programmes concerned.
- e. Support Programme staff on broader programme initiatives, including thematic research, provision of data for advocacy purposes, campaign on HRD cases, and other relevant work.

3. Monitoring, Evaluation and Reporting

- a. Participate in team evaluations and follow-ups, as well as self-evaluations.
- b. Assist in preparing internal and external periodic progress reports as applicable.
- c. Produce mission documents, including finance clearance after each mission.

4. Other Tasks

- a. Work closely with FORUM-ASIA members and partners to support HRD Programme related activities.
- b. Implement other relevant tasks and activities as assigned by the HRD Programme Manager.

Qualifications and Criteria

Essential Selection Criteria:

1. Bachelor's or advanced degree in Human Rights, Law, Politics, Social Sciences, International Relations, Gender and/or Development Studies, or other related fields.
2. At least two years of experience in human rights, with a preference for candidates experienced in providing protection and emergency assistance to HRDs at risk in Asia.
3. Knowledge of human rights issues within crisis contexts in Asia, with emphasis on gender sensitivity.
4. Ability to assess and mitigate security risks for HRDs, with familiarity in physical and digital security measures, tools, and/or psycho-social well-being.
5. Mature personality capable of working within a multicultural and dynamic environment, and coordinating across various programmes.
6. Ability to work under pressure, manage competing deadlines, and operate with minimal supervision.
7. Fluency in English and a language widely used in Myanmar or Afghanistan.
8. Highly self-motivated with a positive attitude, strategic thinking, and multi-tasking skills.

Desirable Selection Criteria:

1. Experience with secure digital communication and collaborative tools.
2. Knowledge of the work and history of FORUM-ASIA.
3. Excellent interpersonal and communication skills, with the ability to quickly analyse and synthesise diverse information from various sources.

Application Procedure

Applicants are requested to fill in the [Application Form](#) and send it by email together with a **cover letter** to applications@forum-asia.org by 3 May 2024, midnight Bangkok Time (UTC+7), stating “**HRD 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 in the 2nd and 3rd week of May 2024. The application process may include a written or practical assessment.

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