

Resource Mobilisation Programme Internship Announcement

Position	Resource Mobilisation Programme Intern
Location	Remote
Internship Duration	Maximum 6 months, starting January 2025
Remuneration	A modest stipend of USD 500 a month
Closing date	15 November, midnight Bangkok Time (UTC+7)
Interview Dates	Last Week of November 2024
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a membership-based regional human rights organisation founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia.</p> <p>At present, it has 87 member organisations across 23 countries in Asia working on a wide range of issues related to human rights, democracy, and development in their respective countries. Its regional Secretariat is located in Bangkok, Thailand, and has offices in Jakarta, Geneva, and Kathmandu.</p> <p>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.</p> <p>FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).</p>	
Position Overview	
<p>The Resource Mobilisation Intern will support FORUM-ASIA’s fundraising efforts and work closely with the Resource Mobilisation Programme Lead to maintain and expand the organization’s donor relationships and funding base.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> • Assist in research and tracking of prospective institutional donors, grants, and funding opportunities • Support the preparation of funding proposals and donor reports • Help maintain donor communication and database management • Aid in organizing donor meetings and related logistics • Support the development of fundraising materials and documentation • Assist in monitoring and tracking grant deadlines and reporting requirements • Help coordinate with programme teams for activity updates and report inputs. 	

Basic Qualifications and Criteria

- Bachelor's degree (ongoing or completed) in Business Administration, International Development, Human Rights, or related fields
- Strong written and verbal communication skills in English
- Excellent research and analytical skills
- Proficiency in MS Office applications
- Strong attention to detail and organizational skills
- Interest in human rights and sustainable development in Asia.

Preferred Qualifications

- Knowledge of the Asian human rights context
- Previous experience or internship in NGO sector
- Familiarity with donor management systems
- Understanding of grant management processes

Application Procedures

Applicants should fill in the [Internship Application Form](#) and return the form by email together with a resume and cover letter (both in .pdf files) explaining why you are interested in the position to internship@forum-asia.org before 15 November 2024, midnight Bangkok Time (UTC+7), with subject: Resource Mobilisation Internship Application_NAME (e.g. Resource Mobilisation Internship Application_Your Full Name).

Late applications will not be considered. Only successful candidates will be notified of the outcome of the selection.