

## Job Announcement

*Re-Advertised, those who previously applied do not need to reapply*

Position	<b>South Asia Programme Manager (P4-1)</b>
Location	Kathmandu, Nepal
Employment Duration	<ul style="list-style-type: none"> <li>○ Starting from 1 January 2025</li> <li>○ 2-year contract with the possibility of renewal (subject to a satisfactory performance assessment during the three-month probation period)</li> </ul>
Salary & Benefits	<ul style="list-style-type: none"> <li>○ 37,800 USD per annum, as per 3,150 USD per month + 13th month</li> <li>○ Health and dental insurance</li> </ul>
Closing date	Open until filled; applications are reviewed on a rolling basis.
Interview Dates	Scheduled on a rolling basis.
<b>About the Organisation</b>	
<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 88 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, 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).</p>	
<b>Summary of the Programme</b>	
<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. In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy at the South Asian level, in cooperation with other related departments within the Secretariat. Also, the Programme is currently implementing a project to promote public interest, fundamental freedoms, and accountability among women, youth and marginalized (WYM) communities by empowering independent civil society and media.</p> <p>The South Asia Programme Manager is tasked to enhance the synergy 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>	
<b>Duties and Responsibilities</b>	
<p>Under the direct supervision of the Director of Operations and Resource Mobilisation and the overall supervision of the Senior Management Team (SMT) of FORUM-ASIA, the South Asia Programme Manager shall do the following:</p> <p><b>Programme Management and Coordination</b></p> <ul style="list-style-type: none"> <li>▪ Assist in implementation of FORUM-ASIA’s programmes in South Asia,</li> <li>▪ Project management and administration, including work plan development, implementation and monitoring, reporting and budgeting;</li> </ul>	

- Be responsible for the overall management of FORUM-ASIA's office in Kathmandu.
- Supervise a team composed of programme officer(s), associate(s), consultant(s), and fellows/interns, and ensure the quality of the Programme's delivery;
- Assume advocacy leadership role in South Asia human rights monitoring and documentation initiatives;
- Lead regular Programme team meetings and implement decisions as agreed;
- Report regularly to the SMT about any developments vis-à-vis the Programme;
- Coordinate with other programmes on Programme-related and other organisational activities;
- Facilitate strengthening the capacity of members in the area of human rights advocacy and inter-member coordination vis-à-vis programme implementation at all levels;
- Maintain close contacts and engagement with relevant networks of civil society organisations, diplomatic missions, media, and other relevant stakeholders.

#### **Planning and Budgeting**

- Lead the programme and budget planning process of the South Asia Programme;
- Revise and update the plan periodically in light of field performance and effectiveness;
- Assist in overall organisational planning, including budgets;
- Assist the SMT in drafting concept notes and proposals related to the Programme; and
- Provide active support for developing proposals and engaging with donors to raise regular resources to strengthen the Programme in South Asia.

#### **Lead the Programme Implementation**

- Lead and coordinate the implementation of activities in a cost-effective way;
- Organise, facilitate, and participate in missions as necessary and planned; and
- Assist the SMT in developing and/or expanding and implementing other thematic issues relevant to the Programme.

#### **Monitoring, Evaluation and Reporting**

- Lead and coordinate regular monitoring and evaluation of the programme's plans and budgets;
- Develop periodic programme reports within a results-based monitoring and evaluation framework against the annual work plan and budget and as per donor requirements;
- Produce and coordinate the production of reports on missions under the programme; and
- Conduct performance management and evaluation sessions of team members.

#### **Participation and Representation**

- Participate in the Executive Committee meetings when required, and sub-regional forums organised by members; and
- Represent the Secretariat in other relevant meetings, forums, platforms, and processes both at regional and international levels.

#### **Other Tasks**

- Assist the Resource Mobilisation team in drafting fundraising proposals in coordination with the all-relevant programmes of FORUM-ASIA;
- Implement other relevant tasks and activities as assigned by the SMT.

#### **Basic Qualifications and Criteria**

##### **Education:**

- A University degree in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies, or Asian studies.

##### **Selection Criteria: Essential**

- A minimum of seven years of experience in the field of human rights – preferably with national and

regional/international NGOs working in the field of human rights;

- In-depth understanding of the overall socio-political situation as well as the human rights and civic space situation in South Asia and has the ability to apply these frameworks effectively in the South Asian context;
- In-depth understanding of the actual application and implementation of international human rights instruments;
- Has knowledge and experience working in legal advocacy;
- Good relationship-building, advocacy and lobbying skills with various stakeholders (e.g., diplomats, NGOs, HRDs, NHRIs, media, etc.);
- Excellent report writing ability and organisational strategising and planning, using Result Based Management (RBM) or Logical Framework Analysis (LFA) tools;
- Excellent analytical abilities;
- Excellent written and oral English communication skills;
- Ability to lead a team and collaborate with others in a multicultural and demanding working environment with cross-programme coordination; and
- Strong intrinsic motivation and positive attitude.

#### Selection Criteria: Desirable

- Good understanding of the history and work of FORUM-ASIA;
- Experience in programme management in regional/international NGOs in Asia
- Ability to facilitate forums/workshops and manage group activities
- Able to effectively lead a team of professional staff; and
- Nationality of a South Asian country where FORUM-ASIA has its members.

#### Application Procedures

Application Procedures: Interested applicants should complete [the Application Form](#) and send it with a motivation letter and two recommendation letters to [applications@forum-asia.org](mailto:applications@forum-asia.org), with "South Asia Programme Manager" in the subject line.

Shortlisted candidates will be invited for an online interview a rolling basis. The application process may include a written or practical assessment.

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