

Job Announcement

Position	Information, Communication and Publication (ICP) Programme Manager
Location	Bangkok, Thailand
Employment Duration	Starting date: as soon as available 2 years, contract renewable (Subject to a three-month probationary period at the beginning of contract)
Salary & Benefits	USD 39,000 per annum (From USD 3,000 per month + 13th month) Health, Dental and Accidental Insurance
Closing Date	1 December 2014

About the Organisation

As a membership-based regional human rights organisation, FORUM-ASIA works to promote and protect all human rights, including the right to development, through collaboration and cooperation between human rights defenders and organisations in Asia. FORUM-ASIA presently has 49 member organisations across 17 countries in Asia. Founded in 1991, 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 people—are fully respected and realised in accordance with internationally accepted human rights norms and standards. FORUM-ASIA, as a NGO in Consultative Status with the United Nations, 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.

Duties and Responsibilities

Reporting directly to the Executive Director (ED), the ICP Programme manager in cooperation with other ICP staff shall:

- Develop and maintain FORUM-ASIA's communication and media strategies for advocacy activities and campaigns of FORUM-ASIA programmes.
- Edit and supervise the production of internal and external FORUM-ASIA communications, publications and materials, in consultation with other FORUM-ASIA staff.
- Develop and cultivate strong media relationships with local, mainstream and international media.
- Coordinate the distribution of FORUM-ASIA's public information via mainstream and alternative media channel as well as other relevant civil society e-groups and e-mailing lists.
- Provide on-going coordination of FORUM-ASIA's website, including preparing and updating content and coordinating updates with FORUM-ASIA's webmaster.
- Develop, maintain, constantly improve and ensure staff complies with FORUM-ASIA's writing and editing guidelines and house-style.
- Supervise the technical support for development and maintenance of intranet system of the organization, in coordination with other departments.

Basic Qualifications and Selection Criteria

Education:

1. Bachelors degree or higher in communication, journalism, publishing or equivalent work experience; and/or
2. Bachelors degree or higher in the field of human rights, a related subject such as politics, social science, international relations, development studies or Asian studies.

Competence:

1. Mature personality; ability to work in a multicultural setting and demanding working environment with cross programme coordination.

2. Self-motivated, disciplined, positive attitude, flexibility in thinking and multi-tasking ability.
3. Ability to work under pressure and manage team's deadlines.
4. Understanding the need and use of best practices for storage and management of online content.
5. Strong technical aptitude and expertise with MS office tools (including knowledge of Microsoft Office suite of products: Word, Excel, PowerPoint)
6. Outstanding editing skills including excellent knowledge in proper grammar and punctuation, and willingness to comply with FORUM-ASIA's house-style.
7. Ability to write or re-write articles which are concise, compelling and in line with FORUM-ASIA's perspective.
8. Abilities to work in a team, train and supervise new associates (interns/volunteers) with clarity regarding output quality and deadline.

Experience:

1. Minimum five years work experience in the field of communications or a related human rights field—preferably both national and regional/international.
2. Preferably a minimum of three years work communication/editorial experience in organisation/programme/ project management in a regional/ international NGO.
3. Well versed in all aspects of organisation communication and media relations.
4. Familiarity with aspects of online communications including web development and writing for the web.
5. Understanding about the overall socio-political situation as well as human rights situation in Asia.

Skills:

1. Excellent interpersonal and communication skills both in oral and written English.
2. Excellent editing skills.
3. Strong communication, research and analytical skills and the ability to rapidly analyse and integrate diverse information from varied sources.
4. Excellent creative/journalistic writing skills and a creative approach to communications.
5. Strong ability to harness and maintain good relations with media agencies and other relevant institutions and civil society organisations.

Application Procedure

Those who are interested in the job are requested to fill in the **Job Application Form** and return the form by email **together with a self-introduction letter and two recommendation letters plus a brief writing sample of not more than 1-2 pages to applications@forum-asia.org before 24 November 2014**. The successful candidate will be contacted for an interview to be conducted in Bangkok or by Skype 28 November 2014. The interview may include a written test or practical test.