

Job Announcement

Position	Human Rights Defenders (HRD) Programme Manager
Location	Bangkok, Thailand
Employment Duration	A 2-year contract with possibility of renewal (subject to a 3-month probationary period at the beginning of contract, and a satisfactory performance assessment)
Salary & Benefits	<ul style="list-style-type: none"> • USD 39,000 per annum (gross) will be offered (in local currency (Thai Baht) according to the candidate's experience and qualifications • Health, dental and accident insurance
Closing Date	31 August 2016
Interview Dates	1 st Week of September 2016
Commencement Date	1 October 2016

About the Organisation

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.

With 58 member organisations across 19 countries in Asia, FORUM-ASIA works on a wide range of issues related to human rights, democracy, and right to development. Its regional secretariat is located in Bangkok, Thailand and has 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, poor, marginalised and discriminated people—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).

Duties and Responsibilities

The Human Rights Defenders (HRD) Department advocates and campaigns for the protection of HRDs in Asia, provides support to HRDs at risk, including emergency support and trial observation, facilitates cooperation and solidarity among HRDs in Asia, conducts trainings to build capacity of Asian HRDs, and supports national networks of HRDs to build national HRD protection platforms.

Reporting to the designated member of the Senior Management Team (SMT), the HRD Programme Manager will develop and implement strategy and action plan for the HRD

International Office: Rue de Varembé 1, 2nd Floor, 1202 Geneva, Switzerland
Tel: +41 (0)22 740 2947 Fax: +41 (0)22 740 2948

Regional Office: 66/2, Pan Road, Silom, Bang Rak, Bangkok 10500, Thailand
Tel: +66 (0)2 6379126 Fax: +66 (0)2 6379128 Email: info@forum-asia.org Web: www.forum-asia.org

Programme in line with FORUM-ASIA's overall campaign and advocacy strategies.

Specifically, the HRD Programme Manager shall:

1. Programme Management and Coordination

- a. Supervise and mentor a team composed of programme officer(s), associate(s), consultant(s), and fellows/interns, and ensure quality of Programme delivery;
- b. Lead regular Programme team meetings and implement decisions as agreed;
- c. Coordinate with other programmes on Programme-related and other organisational activities;
- d. Facilitate inter-member coordination vis-à-vis Programme implementation at all levels;
- e. Maintain a cordial working relationship with UN Special Procedures Mandate Holders on behalf of the Organisation vis-à-vis relevant thematic areas;
- f. Maintain close contacts and engagement with relevant networks of civil society organisations, diplomatic missions, media, and other relevant stakeholders; and
- g. Represent FORUM-ASIA in related meetings and forums on HRDs in consultation with the HRD Programme team and the SMT.

2. Planning and budgeting

- a. Lead programme and budget planning processes of the HRD Programme;
- b. Revise and update the plan periodically in light of field performance and effectiveness;
- c. Assist in overall organisational planning, including budgets and fund-raising for HRD-related projects; and
- d. Draft programme related concept notes and proposals.

3. Programme Implementation

- a. Lead and coordinate the implementation of Programme activities in a cost-effective way;
- b. Lead and coordinate the implementation of HRD Protection Plan;
- c. Oversee regular updates of human rights defenders database and Asian Human Rights Defenders Portal, which monitors and documents violations against HRDs and WHRDs online for the usage of the Programme's research and public advocacy;
- d. Coordinate research on key trends, patterns and common issues faced by HRDs and WHRDs in Asia;
- e. Provide and facilitate assistance to national networks of HRDs in Asia;
- f. Organise relevant forums, trainings, meetings and interactions in cooperation with other programmes concerned;
- g. Conduct regional advocacy and campaigns on the protection of HRDs;
- h. Assist the SMT in developing and/or expanding and implementing other thematic issues relevant to the Programme.

4. Monitoring, Evaluation and Reporting

- a. Lead and coordinate overall monitoring and evaluation of organisational plans

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- and budget according to the annual work-plan and budget;
- b. Develop periodic Programme reports in a result-based monitoring and evaluation framework against the annual work plan and budget and as per donor requirements;
 - c. Coordinate the production of reports about missions including finance clearance under the Programme; and
 - d. Participate in performance evaluations of team members.

5. Other Tasks

- a. Participate in the Executive Committee meetings when required, and sub-regional forums organised by members and partners;
- b. Represent the Secretariat in other relevant meetings, forums and platforms both at regional and international levels as required; and
- c. Implement other relevant tasks and activities assigned by the SMT.

Basic Qualifications and Criteria

Education:

Master's degree in the field of human rights or a related subject such as law, political and social sciences, international relations, development studies, or Asian studies.

Competence:

1. Mature personality with ability to lead a team and work in a multicultural and demanding working environment with cross programme coordination;
2. Excellent leadership and programme/ project management skills;
3. Ability to work under pressure and manage competing deadlines;
4. High-level of self-motivation, positive attitude and strategic thinking.

Experience:

1. Minimum seven years' work experience in the field of human rights, preferably in the context of both national and regional/international NGOs, with at least three years of this experience specific to HRD programme/project in Asia;
2. Working experience with HRDs and WHRDs at risk, including experience of rapid emergency assistance to cases of HRDs and WHRDs at risk;
3. A track record of developing and implementing physical, digital and psychosocial security systems, and familiarity with the gender dimension of security systems;
4. In-depth understanding of the overall socio-political situation and human rights situation in the Asia region;
5. Proven understanding of the actual application and implementation of international human rights instruments in a variety of situations; and
6. Good understanding of the work and history of FORUM-ASIA (preferred).

Skills:

1. Excellent interpersonal and public presentation skills both in oral and written English;
2. Excellent report writing ability using Result-Based Management (RBM) or Logical Framework Analysis (LFA) tools;
3. Strong advocacy and lobby skills, and ability to harness and maintain good relations with various stakeholders such as government officials, diplomats, NGOs, NHRIs,

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- media and other relevant institutions and civil society organisations;
4. Excellent analytical abilities;
 5. Good computer and Internet operation skills; and,
 6. Knowledge of at least an Asian language (preferred).

Application Procedures

Interested applicants are requested to fill in the **Job Application Form** and return the form by email together with a self-introduction letter, two recommendation letters, one of them preferably from FORUM-ASIA members/partners, and a sample of writing to:

applications@forum-asia.org

You can get contact details of FORUM-ASIA's member organisations at **www.forum-asia.org**

Only shortlisted candidates will be invited for a Skype interview. Following the interview, a written assessment will be issued as part of a proficiency test.

Telephone or any other form of enquiry is strongly discouraged!

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