

Internship Announcement

Position	EA-ASEAN Programme Internship (with focus on Media and ASEAN)
Location	Jakarta, Indonesia
Internship Duration	6 months, starting 12 March 2020
Remuneration	A modest stipend of USD 500 a month
Closing date	28 February 2020, midnight Jakarta Time (UTC+7)
Interview Dates	From 05 March 2020

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.

At present, it has 81 member organisations across 21 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.

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) and the ASEAN Intergovernmental Commission on Human Rights (AICHR).

Summary of the Programme

The EA-ASEAN Programme provides support for and facilitates communication and cooperation among member organisations in Southeast Asia on civic space, freedom of expressions and peaceful assembly related issues and ASEAN's human rights mechanisms (i.e., the ASEAN Intergovernmental Commission on Human Rights (AICHR) and the ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC)).

As part of its effort to push for advocacy, public education, and raising awareness on human rights issues in ASEAN, EA-ASEAN programme establishes the knowledge sharing hub for ASEAN civil society in <http://humanrightsinasean.info>.

Roles and Responsibilities

The intern is expected to responsible for media related function of EA-ASIAN programme, focusing on human rights issues in ASEAN and engagement with the ASEAN Human Rights Mechanisms. Specific tasks include:

- Regular media monitoring on human rights and policy related issues in ASEAN
- Provide regular update on the issues through EA – ASEAN programme website and circular;
- Increase visibility of the EA-ASEAN programme website

- Provide design support for ASEAN related activities (including campaign related materials, attributes, and activities)
- Assist in drafting cases and complaint submission to be sent to ASEAN and its human rights mechanisms;
- Assist in programme work/ documentation/compilation/administrative work;
- Assist in organising or preparing for research, campaigns or events;
- Assist in other tasks as required by supervisor(s).

Basic Qualifications and Criteria

Essential:

- A) Bachelor's degree or advanced degree in communication, media, graphic design, journalism, or related with sound knowledge in human rights, international law, political/social sciences or relevant field
- Or
- B) Bachelor's degree or advanced degree in human rights, international law, political/social sciences or relevant field with advance skills on media, design, and website management
- Or
- C) At least 2 years of proven professional experiences in the aforementioned fields (will be considered in lieu of education background)

Desired Criteria:

- Solid media, design and website maintenance skills;
- Practical knowledge of international human rights standards, mechanisms and practices;
- Experience in organising or planning meetings/conferences or campaigning;
- Good drafting and research skills;
- Excellent level of written and spoken English;
- Proficiency with computers;
- Ability to multi-task, solve problems, and work in a multicultural team; and
- Ability to work under pressure and meet team deadlines.

Application Procedures

Interested applicants are requested to fill in the [Internship Application Form](#) and return the form by email together with a **resume, cover letter** (both in .pdf files) **and design portfolio (essential for candidate from professional background)** to internship@forum-asia.org before **28 February 2020**, midnight Jakarta Time (UTC+7), stating "**EA-ASEAN Internship Application_NAME**" (e.g. East Asia Internship Application_Your Full Name) in the subject line.

Late applications will not be considered, and only shortlisted candidates will be notified of the outcome of the selection.