

Internship Announcement

Position	East Asia Programme Internship
Location	Bangkok, Thailand
Internship Duration	6 months, starting 12 March 2020
Remuneration	THB 15,000 stipend per month
Closing date	28 February 2020, midnight Bangkok 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 East Asia - ASEAN Programme aims to advance human rights and democratic governance in East Asia by strengthening the civil society's advocacy, capacity, networking and participation in governmental decision making at national, regional and international level.

The programme is based in two offices: Bangkok and Jakarta. For this post, the intern will be based in Bangkok, but will have regular communications with the Jakarta Team.

Roles and Responsibilities

General Tasks and Activities of Internship

- Monitor human rights situation in area of work;
- Support research on particular thematic issues on human rights and conduct mapping of various human rights issues;
- Assist in programme work/ documentation/compilation/administrative work;
- Assist in organising or preparing for campaigns or events;
- Attend meetings/trainings outside the Secretariat; and
- Assist in other tasks as required by supervisor(s).

Specific Tasks under the East Asia ASEAN Programme

- Monitor regularly the human rights situation in East Asia related to Repressive Laws, Freedom of Expression and Freedom of Assembly and Association;
- Assist in inserting information related to Repressive Laws into an interactive map;
- Assist in drafting statements, urgent appeals and official letters to be sent to relevant UN Special Procedures and other key regional and international mechanisms;
- Assist in organising the fact-finding missions and advocacy missions; and
- Any other tasks according to personal capacity and programme needs.

Basic Qualifications and Criteria

Education:

Bachelor's degree or advanced degree in international law, political/social sciences or relevant field.

Selection Criteria:

Essential

- Knowledge of human rights situation in Southeast/Northeast Asia countries;
- Some practical knowledge of international human rights standards, mechanisms and practices;
- Some 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.

Desirable

- Fluency in one of the Southeast/Northeast Asia languages;
- Experience in design and website maintaining skills; and
- Knowledge of graphic design.

Application Procedures

Interested applicants should fill in the [Internship Application Form](#) and return the form by email **together with a self-introduction letter and a resume** to internship@forum-asia.org before **28 February 2020**, midnight Bangkok Time (UTC+7), with subject: **East Asia 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.