

POSITION VACANT

PROGRAMME ASSOCIATE

ASIA PACIFIC REFUGEE RIGHTS NETWORK

The Asia Pacific Refugee Rights Network (APRRN) is an open and growing network consisting of more than 320 civil society organisations and individuals from over 28 countries, committed to advancing the rights of refugees in the Asia Pacific region. Five Bangkok-based secretariat staff, and the Secretary General in Hong Kong coordinate the activities of the network. APRRN's activities are structured into key areas of joint advocacy, capacity strengthening, resource sharing / outreach.

Our members are diverse, including service providers, human rights advocacy groups, research institutions, law firms providing pro-bono legal aid, refugee community-based organisations and refugees. Almost all APRRN members are civil society groups working in their specific local contexts, lobbying their governments for changes in policies and legislation to protect the rights of refugees.

APRRN's vision for the Asia-Pacific region is one in which all people affected by displacement and statelessness have equal and adequate access to assistance and protection, and to timely durable solutions as needed. Our goal is to work towards a future in which refugee communities, civil society, States, UNHCR and other actors collaborate effectively towards the common purpose of protection.

POSITION DETAILS

Position title:	Programme Associate
Salary:	40,000 Thai Baht per month
Benefits:	Basic health insurance and contributions to staff provident fund. APRRN will also cover costs associated with securing a visa and work permit in Thailand.
Work Location:	Bangkok, Thailand
Hours:	Full-time (40 hours per week)
Length of role:	One-year with potential for contract renewal, subject to funding and performance. A three-month probation period will apply.
Further information:	Please visit our website at www.aprrn.info for further information on APRRN. For further information on the position please email jobs@aprrn.info
How to apply:	Please send your application as a Word or PDF document to jobs@aprrn.info with the subject line "Application: APRRN Programme Associate". The application should include: <ul style="list-style-type: none">• a CV of <u>maximum</u> 2 pages;• a cover letter addressing the selection criteria (<u>maximum</u> 2 pages);• contact details for <u>three</u> referees. Please make sure these are saved in one document and the title of the document is Application_PA_(Your full name). Applications close: 23 April 2018 (6 PM Bangkok time)
Expected Start Date:	1 June 2018

KEY ACCOUNTABILITIES

Reporting to the Programme Coordinator, the main focus of the Programme Associate is to support all programme staff at the Secretariat and implement network activities. Responsibilities include:

Programme support:

- Support APRRN's programme staff in implementing APRRN's Working Group activities. For further details on APRRN's working groups please visit our [website](http://www.aprrn.info).
- Assist to coordinate input to advocacy interventions in regional / international policy setting arenas

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- Assist with drafting statements, briefings, letters and press releases etc. as required.
- Support the coordination of APRRN workshops, trainings, consultations and meetings as required
- Undertake all logistics required for meetings, trainings & workshops including flights, hotels etc.
- Help organise the 7th Asia Pacific Consultation on Refugee Rights (October 2018)
- Be willing to represent APRRN at Task Forces, Working Groups, conferences and other related meetings if/when required
- Support the development of capacity strengthening projects in consultation with APRRN members on national and regional levels
- Produce reports of key activities and programmes
- Provide administrative support to all APRRN programmes

Communications and membership:

- Consult with APRRN members on relevant thematic issues and provide information to senior programme staff for planning, advocacy, proposal writing, reporting and communications
- Support the Secretariat and Membership Sub-Committee in compiling membership applications and ensure that members are informed while also keeping membership records up to date
- Act as the primary focal point for maintaining all APRRN communications channels such as the website, media engagement, social media, Google Groups, newsletters and reports etc.
- Assist with writing and collating the APRRN Annual Report

Finance and fundraising:

- Provide accurate budgeting and reporting on expenditures for delivered activities in accordance with the APRRN financial procedures
- If time allows, actively assist in developing new funding opportunities and writing of proposals
- Support with writing financial and narrative reports for donors

KEY SELECTION CRITERIA

Education:

- Bachelor's degree or higher, preferably in international relations, law, politics, development or social science disciplines
- Some formal training in refugee rights and human rights is preferred
- Good understanding of overall socio-political situation as well as human rights situation in the Asia Pacific region would be ideal

Experience:

- Minimum 1 years work experience in promoting and protecting the human rights of forced migrants and/or providing humanitarian assistance to these populations
- Some experience in organising workshops, trainings, consultations and other meetings (conceptualisation as well as logistics)
- Some experience in consulting with partners/stakeholders in different geographic contexts in order to design and implement coordinated responses
- An interest in coordinating advocacy positions at national, regional and international levels
- Basic experience in writing funding proposals, reports and project budgets is preferred

Skills:

- Fluent in oral and written English, preferably fluent in an Asian language
- Excellent coordination and project management skills
- Ability to multi task and set own priorities while managing competing deadlines
- Diplomatic and able to maintain good relations with APRRN members and other stakeholders
- Ability to work independently with limited supervision and high self-motivation
- Good team player

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- Ability to manage social media platforms, Google products, and willingness to manage website content.
- Sound knowledge of Microsoft Office, Adobe products

Other Relevant Information

Thai nationals are encouraged to apply for this position. For non-nationals, appointment is subject to being able to secure permission to work in Thailand. A three-month probationary period will apply. For those that perform well, there is room for career growth within APRRN.