

POSITION VACANT

SECRETARY-GENERAL

ASIA PACIFIC REFUGEE RIGHTS NETWORK

Asia Pacific Refugee Rights Network (APRRN) is seeking an energetic and visionary Secretary-General to coordinate and provide strategic support to our dynamic member-led network. The Secretary-General we are seeking is someone who is passionate about advancing the rights of refugees and other people in need of protection, who will use her or his skills and knowledge to help us achieve our network's goals and support the collaborative efforts of our diverse membership.

ASIA PACIFIC REFUGEE RIGHTS NETWORK (APRRN)

The Asia Pacific Refugee Rights Network (APRRN) is an open and growing network consisting of more than 300 civil society organisations and individuals from 26 countries, committed to advancing the rights of refugees in the Asia Pacific region. The network is supported by a secretariat of six staff, based in Bangkok. APRRN's activities are structured into key areas of joint advocacy, capacity strengthening, resource sharing and 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 themselves. 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.

APRRN SECRETARY-GENERAL

The Secretary-General of APRRN will have

- Substantial experience in working with a diverse membership and experience in managing an organisation or network with a diverse portfolio of membership services, programs and projects.
- Excellent interpersonal and people management skills, including demonstrated experience in engaging with people in cross-cultural contexts.
- Highly developed advocacy, negotiation and written and oral communication skills.
- Strong networking and relationship building skills with demonstrated capacity to communicate, negotiate and work with a diverse range of people and community groups and agencies.
- Excellent financial management skills.
- Demonstrated capacity to identify funding opportunities and to build and manage relationships with funding bodies.

POSITION DETAILS AND HOW TO APPLY

Position title:	Secretary-General
Salary:	Annual salary: 1.56 million Thai Baht (negotiable)
Benefits:	Benefits include basic health insurance and contributions to staff provident fund. APRRN will also cover costs associated with securing a visa in Thailand.
Work Location:	Bangkok
Hours:	Full-time (40 hours per week). Hours to be worked flexibly to enable Secretary-General to participate in events on APRRN's behalf. The Secretary-General is required to undertake international travel.
Length of role:	One-year contract with potential for renewal, subject to funding and performance. A three-month probationary 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 with the subject line "Enquiry: APRRN Secretary General" and include a contact number and your time zone.
How to apply:	Please send your application in Word or PDF format to jobs@aprrn.info with subject line "Application: APRRN Secretary-General".
Applications close Sunday 17 June 2018.	<p>The application should include:</p> <ul style="list-style-type: none"> • a CV of maximum 2 pages; • a cover letter addressing selection criteria (maximum 4 pages); • contact details for three referees. <p>Please make sure these are saved in one document and the title of the document is Application_SG_(Your full name).</p>

KEY ACCOUNTABILITIES

Governance

- Seek direction from the APRRN Board and Steering Committee and provide updates on progress on terms agreed with Chair. Ensure full and strict compliance with regulations and good practice for managing a not-for-profit organisation.
- Participate with the Board and Steering Committee in continuing to develop a vision and strategic plan, informed by the APRRN membership, to guide the network.

Operational management and strategic planning

- Lead and manage the implementation of APRRN's strategic plan and associated monitoring and evaluation.
- Ensure the effective development and implementation of APRRN membership support services, special projects and network events.
- Lead in the facilitation the development of common advocacy positions and collaborative activities on key issues in the region for joint advocacy.
- Guide and support the implement other activities laid out in the strategic plan as well as in the working groups.

- Coordinate strategic interventions in regional and international refugee policy setting arenas
- Provide overall financial oversight and budget management including reporting to donors and to APRRN's Board and Steering Committee.

Relationship management

- Represent APRRN at international meetings, consultations and other key regional forums as required.
- Work with the APRRN Board and Steering Committee on approaches to maintain and further develop APRRN's relationships with its members and government, community, research and industry stakeholders and supporters.
- Identify grant, sponsorship and fundraising opportunities and develop associated proposals and applications; maintain excellent working relationships with donors and ensure appropriate, accurate and timely reporting/communication.
- Ensure that APRRN and its mission, services, projects and events are consistently presented and with regard to key messages and network's key objectives.
- Lead and support APRRN's Secretariat to develop and implement effective communications, PR, media, promotional collateral and resources, and digital and social media.

Leadership and management

- Provide effective supervision of APRRN employees and support for their learning and professional development.
- Develop and implement systems and processes to support productive teamwork.
- Oversee the liaison between team members to identify and manage team members' workload issues.
- Oversee the recruitment of team members in accordance with APRRN policy.

KEY SELECTION CRITERIA

Essential

1. Skills and experience in the leadership of an organisation.
2. Minimum of 3 years work experience in promoting and protecting the human rights of forced migrants (refugees, internally displaced persons and/or stateless persons) and/or providing humanitarian assistance to these populations, preferably at the national level or in regional/international contexts.
3. Highly developed interpersonal and communication skills and a leadership style that is collaborative, facilitative and team-oriented.
4. Experience in consulting with multiple partners in different contexts in order to design and implement coordinated responses and initiatives.
5. Experience or knowledge of issues facing the not-for-profit sector.
6. Comprehensive understanding of the overall socio-political situation and the human rights situation in the Asia Pacific region
7. A demonstrated commitment to the values of APRRN.

Desired

8. A relevant tertiary degree would be well regarded.
9. Experience working with APRRN members and familiarity with the APRRN structure.
10. Strong understanding of organisational change and capacity building processes.

Other Relevant Information

Appointment is subject to being able to secure permission to work in Thailand. A three-month probationary period will apply.