

**POSITION VACANT
PROGRAMME SUPPORT VOLUNTEER**

The Foundation for the Rights of Disadvantaged Populations (FRDP), operating internationally as the Asia Pacific Refugee Rights Network (APRRN), is seeking an energetic and dedicated volunteer to support our regional advocacy programming. The ideal candidate will be passionate about advancing the rights of refugees and other people in need of protection, will be equipped with a strong sense of social justice, an interest to learn, a creative approach to problem solving, and a willingness to actively support the collaborative efforts of our diverse membership at the direction of our Programme Coordinator. We work as a team of independently driven people, and expect the Programme Support Volunteer to maintain good teamwork and communication skills, while being independently motivated and a self-starter.

ASIA PACIFIC REFUGEE RIGHTS NETWORK (APRRN)

APRRN is a network of more than 350 civil society organisations and individuals from 28 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 information sharing, mutual capacity building, and joint advocacy.

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 relies on the support of motivated and enthusiastic Programme Support Volunteers who are interested in the issues that APRRN tackles, and are keen to gain valuable experience working on refugee rights. Postings take place in Bangkok, but can involve travel to other parts of the region. APRRN is looking for applicants who are able to commit to a minimum of six months. Applicants who are able to commit for a longer period are strongly encouraged to apply.

APRRN PROGRAMME SUPPORT VOLUNTEER

The ideal candidate will have:

- Completed, or be near to completion of, an undergraduate degree in law, human rights, international studies, or a related field if the applicant can demonstrate an interest in, and commitment to, refugee rights
- Excellent interpersonal skills, including demonstrated experience in engaging with people in cross-cultural contexts
- Experience in assisting the organisation of logistics and events
- Ability to commit to a six-month volunteer agreement
- Ability to travel throughout the region where required (refugee applicants are exempted from this requirement)

POSITION DETAILS AND HOW TO APPLY

Position title	APRRN Programme Support Volunteer
Salary	This is an unpaid volunteer position
Work Location	Bangkok
Hours	Full-time (40 hours per week), with allowance for engagement in external activities based on personal development and increasing understanding of refugee protection concerns
Length of role	Six (6) months
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 Programme Support Volunteer” and include a contact number and your time zone. Volunteer is responsible for visa-related costs if a visa is required, APRRN will assist with necessary documentation and information.
Applications close	25 February 2019, start date as soon as possible.
How to apply	Please send your application in Word or PDF format to jobs@aprrn.info with subject line “ Application: APRRN Programme Support Volunteer ”. The application should include: <ul style="list-style-type: none"> • a CV of maximum 2 pages; • a brief cover letter addressing selection criteria;

	<ul style="list-style-type: none"> • contact details for three referees • a writing sample, unedited by others <p>Please make sure these are saved in one document and the title of the document is Application_APRRNVolunteer_(Your full name).</p>
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KEY ACCOUNTABILITIES

Reporting to the Programme Coordinator, the main focus of the Programme Support Volunteer is to support programme activities at the Secretariat and assist in the implementation of Network and Secretariat activities. Responsibilities include:

Programme and Network Support

- Attend and engage meetings and information sessions relevant to APRRN’s programmatic goals, including monthly meetings with UNHCR, regular web-meetings with Working Groups, and other engagements as they arrive.
- Assist in the organisation and implementation of local and/or regional events with stakeholders, APRRN members, and other actors
- Undertake logistics for meetings, trainings, workshops including flights, hotels etc. as required
- Engage and assist APRRN program activities as required under the direction of the Programme Coordinator
- Engage and assist APRRN Secretariat activities as required under the direction of the Secretary General

Communication

- Liaise with network members, secretariat staff, and stakeholders as required
- Produce press releases, briefing updates, reports, and other documentation as appropriate
- Fulfil secretariat duties such as minuting and reporting in relevant meetings, round tables, and other events, as required

KEY SELECTION CRITERIA

Education

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

Experience

- Demonstrable interest in promoting and protecting the human rights of forced migrants (refugees, internally displaced persons, and/or stateless persons)

Skills

- Command of oral and written English, fluency in Thai a plus
- Ability to engage challenges as they arise with sound judgment, realistic response, and good humor
- Ability to multi-task and set own priorities under guidance from the Programme Coordinator
- Ability to work independently with limited supervision and high self-motivation

Other relevant information:

- Individuals pursuing relevant research may be granted space within the posting to develop this work
- Thai nationals are encouraged to apply for this position. For non-nationals, appointment may be subject to being able to secure permission to work in Thailand. APRRN will provide visa support, but the applicant is responsible for visa fees