

**VACANCY ANNOUNCEMENT
PROGRAMME COORDINATOR**

The Asia Pacific Refugee Rights Network (APRRN) is seeking an energetic and dedicated person to coordinate our programming. The ideal candidate will be passionate about advancing the rights of refugees and other people in need of protection, and will be equipped with a strong sense of social justice, excellent coordination skills, an interest in learning, a creative approach to problem solving, and a willingness to actively support the collaborative efforts of our diverse membership. The Secretariat works as a team of independently driven people and expect the Programme Coordinator to maintain excellent teamwork, management, and communication skills, while being independently motivated, with a strong work ethic.

ASIA PACIFIC REFUGEE RIGHTS NETWORK

APRRN is a network of more than 400 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 seven 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. They include service providers, human rights advocacy groups, research institutions, law firms providing pro-bono legal aid, refugee community based organisations, refugees themselves, and dedicated individuals. Almost all APRRN members are working in their specific local contexts, advocating for advancing policy and practice to ensure and protect the rights of people in need of protection.

APRRN's vision for the Asia Pacific region is one in which all people affected by displacement and statelessness have meaningful 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 programming relies on the direction of a Programme Coordinator who is interested in the issues that APRRN tackles and brings valuable experience in rights advocacy. The position is based at the Secretariat in Bangkok, but will involve regional and global travel. The Programme Coordinator reports to the Secretary General.

APRRN is looking for applicant who is able to commit for a significant term.

POSITION DETAILS AND HOW TO APPLY

Position title	Programme Coordinator
Salary	Salary range of 80,000-100,000 THB monthly, subject to income tax and social security fund deduction
Work Location	Bangkok, Thailand
Hours	Full-time (40 hours per week)
Length of role	1 year (Renewable based on performance and funding)
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 Coordinator” and include a contact number and your time zone.
Applications close	Applications close at midnight Bangkok time, 31 August 2019. Start date is 1 October 2019 (negotiable)
How to apply	Please send your application in Word or PDF format to jobs@aprrn.info with subject line “ Application: APRRN Programme Coordinator ”. The application should include: <ul style="list-style-type: none"> • a CV of maximum 2 pages; • a cover letter addressing selection criteria; • contact details for three referees • a writing sample, unedited by others Please make sure these are saved in one document and the title of the document is Application_APRRN_Programme Coordinator(Your full name).

KEY ACCOUNTABILITIES

The Programme Coordinator provides essential core support to APRRN and carries out tasks in accordance with the Personnel Policy, Finance Manual, Code of Conduct, and all other rules and applicable regulations. The responsibilities include:

Strategic and operational planning:

- Support in the implementation of the APRRN Strategic Plan
- Support in developing the 2020 Operational Plan

Programme development and advocacy:

- Oversight of all APRRN programme activities

- Support and supervision of all programme staff and volunteers (at present: Programme Officer, Programme Associate, and Rohingya Consultant)
- Coordinate support to the Working Groups, and hold focal point responsibilities for a selection of these working groups
- Coordinate the development of common advocacy positions on key issues in the region for joint advocacy such as support in drafting statements, briefings, joint letters and other documents
- Represent APRRN in Task Forces, Working Groups, meetings, consultations, and other national and international fora as required
- Consult with partner organisations on relevant thematic issues and consolidate strategies for programme planning, advocacy, proposal writing, reporting, and communications
- Support and develop capacity strengthening projects in consultation with partners on national and regional levels
- Coordinate strategic APRRN advocacy interventions in regional and international fora

Communications:

- Liaise with APRRN partners and stakeholders
- Act as media engagement focal point, drafting regular press releases and position statements and liaising as appropriate with media
- Provide timely narrative and financial reporting on programme activities, in coordination with programme staff, the finance manager, and the Secretary General.

Budgeting and Fundraising:

- Provide accurate budgeting and reporting on expenditures for programme activities in accordance with APRRN financial procedures and in consultation with programme staff, the Operations Coordinator, and the Finance Manager.
- Proactively engage the development of new funding opportunities, draft proposals, and coordinate the financial sustainability of APRRN in tandem with the Operations Coordinator and Secretary General
- Support the Secretary General and Operations Coordinator, to ensure donor reporting is complete, timely, and accurate. This requires drafting skills.
- Act as a focal point for selected donors

The Programme Coordinator shall also perform other necessary or specific services and duties that may be assigned from time to time by the Secretary General.

Other relevant information:

- Thai and nationals from the Asia region are encouraged to apply for this position, however the position is open to any applicant, and APRRN adheres to an equal-opportunity employment standard. For non-nationals, appointment is subject to being able to secure permission to work in Thailand. APRRN will provide visa and work permit support.

KEY SELECTION CRITERIA

Education

- Master's degree or higher, preferably in refugee studies, human rights, international relations, law, politics, or relevant social science disciplines
- Good understanding of overall socio-political and human rights situation in the Asia Pacific region
- Some formal training in refugee rights, human rights, and/or advocacy is an asset
- Some training in budgeting/accounting is an asset

Experience:

- Minimum five (5) years work experience in promoting and protecting the rights of forced migrants (refugees, internally displaced persons and/or stateless persons) and/or providing humanitarian assistance to these populations, and preferably in the Asia Pacific region and international contexts
- Demonstrated experience in event organisation, including conceptualisation/logistics for workshops, trainings, consultations, and other meetings
- Experience consulting with multiple partners/stakeholders across contexts in order to design and implement coordinated responses
- Experience working closely with national rights-focused NGOs and community-based organisations
- Experience coordinating advocacy positions at national, regional, and international level
- Experience with at least one country, if not multiple countries, across Asia and the Pacific
- Experience writing successful funding proposals, programme reports, and project budgets is essential
- Experience engaging with the media
- Experience engaging governments/embassies is preferred
- Public speaking experience

Skills:

- Fluent in oral and written English, fluent in an Asian language is an asset
- Excellent coordination and programme management skills
- Ability to multitask and set priorities while managing competing deadlines
- Diplomatic and able to maintain good relations with APRRN members and APRRN stakeholders
- Ability to work independently with limited supervision, while maintain excellent team leadership skills
- Communication skills: ability to manage social media platforms and Google products. Ability to manage and upload website content is an asset.
- IT skills: good knowledge of Microsoft Office, including Excel, is essential

APRRN is looking to fill the vacancy with the best possible applicant, even where that applicant may not precisely fulfil all experiential qualifiers listed in this announcement, or

where the applicant may demonstrate similar transferable skills. The role will require good humour, patience, optimism, and consensus building skill, as well as a willingness to learn and grow into the role. Understanding of the work and history of APRRN is an asset.