



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

Job Vacancy Advocacy and Campaigns Officer (ACO) for Democracy and Fundamental Freedoms (DFF)

ASEAN Parliamentarians for Human Rights (APHR) is seeking an experienced and dedicated Advocacy and Campaigns Officer (ACO) to manage the organisation's work on the Democracy and Fundamental Freedoms (DFF) portfolio. The role will involve a significant amount of program/project management, membership engagement, and advocacy work aimed at advancing the role and effectiveness of parliamentarians in advancing these critical issues.

Among other things the ACO monitors human rights developments in the area of democracy and fundamental freedoms, liaise and identify strategic partners, support APHR in designing advocacy strategies, draft a wide range of outputs, organise events workshops and missions, and complete other tasks necessary for the project's success.

He/She reports directly to the Programs Director and closely liaises with members of Parliament who are part of APHR's network.

About APHR:

APHR is a regional network of current and former parliamentarians who use their unique positions to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront.

Our members use their mandate to advocate for human rights inside and outside of parliaments, regionally and globally. They work closely with civil society, conduct fact-finding missions, and publish recommendations and opinions on the most important issues affecting the region.

APHR was born out of the recognition that human rights issues in Southeast Asia are interconnected, and from the desire of progressive legislators to work together across borders to promote and protect human rights.

Main responsibilities:

Program/Portfolio Management

- Support the integration of research, advocacy, and communications strategies in order to provide an effective, coherent programme of work which delivers tangible outcomes for human rights;
- Manage the effective participation and sharing of information/inputs of members among the thematic working groups;



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- Develop/draft project concepts, activity reports, and briefing papers, and implementation of work plan activities while ensuring compliance to APHR and donor programming and financial guidelines;
- Organize programs and activities relevant to the portfolio, including fact-finding missions and conferences; and
- Support the production and review of longer-term research outputs, including reports, policy briefing notes, and legal analyses; and
- Maintain relationships with international organizations, ASEAN human rights bodies, civil society organizations, the diplomatic community, and donors.

Advocacy and Campaigns

- Support the development and implementation of advocacy and campaign strategies to promote the role of parliamentarians in advancing human rights relevant to the portfolio;
- Identify opportunities for APHR to engage the unique mandate of its membership on key human rights issues relevant to the portfolio;
- Support the development of high quality research, advocacy and campaign material;
- Work closely with the Media and Communications Officers to develop appropriate messaging in media and social media outputs.

Research

- Maintain oversight and understanding of the key developments relevant to the portfolio in the region and at the international level;
- Lead and conduct research on relevant issues to the portfolio and to APHR's mandate; and
- Support in developing APHR's position and policy recommendations on key issues relevant to the portfolio.

Partnership and Networking

- Consult, motivate, and support APHR members to ensure their meaningful participation in APHR's activities relevant to the portfolio; and
- Develop and maintain a network of contacts with rights holders, civil society, international organisations, government, and other key stakeholders relevant to the portfolio.
- Work closely with APHR's National Focal Points (NFPs) to strengthen the work of members and engage with current and potential members at the national levels.



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Administration & Other Responsibilities

- Support the drafting of annual work plan, budgets and activity reports including donor reporting;
- Support in proposal writing and identifying funding opportunities; and
- Carry out other duties, including logistics and administrative support in coordination with other Secretariat staff, as required; and
- Perform other duties assigned by the Programs Director.

Qualifications and Experience:

Required:

- Bachelor's degree in related field;
- Minimum of 4 years experience in human rights preferably on issues relating to the right to freedom of expression, peaceful assembly; association and democracy;
- Strong knowledge of the political context and human rights issues (especially on fundamental freedoms) in Southeast Asia, derived from direct working experience in the region;
- Excellent analytical and writing skills for a wide variety of audiences;
- Proven experience of designing advocacy campaigns and conducting research on human rights related issues;
- Strong networks with civil society organizations in Southeast Asia;
- Proven organizational skills, with exceptional attention to detail;
- Ability to work as a member of an international team;
- Commitment to the objectives of the organization;
- Oral and written fluency in English;
- Ability and willingness to travel in the project region and beyond; and
- Be able to handle challenging and demanding work situations.

Desirable:

- Work attitude: Self-motivated, ability to use own initiative, flexible;
- Decision making: Sound judgement and the confidence to take independent action; a high degree of initiative and persistence combined with high levels of discretion and diplomacy;
- Analytical ability: Ability to analyze and synthesize complex information;
- Communications: Ability to build productive working relationships, influence and engage others;
- Excellent interpersonal skills, respectful, working effectively with others, listening, understanding and achieving appropriate results;
- Knowledge of at least one Southeast Asian language;
- Experience working with parliamentarians and/or government officials; and



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- Proficient knowledge of Information Technology and excellent working knowledge of standard Microsoft Office software, and experience of working in global teams and use of appropriate communication tools.

Working Conditions / Salary and Benefits

- The ACO will ideally be based in Jakarta or Bangkok, but location is negotiable for the right candidate.
- APHR operates on a standard five-day work week but staff may be required to work some evenings and weekends to monitor program activities and when on missions. Days in lieu will be provided for non-standard workdays.
- APHR offers a competitive salary package starting from USD 2,500 monthly/after tax, and health benefits and social security allowance.
- An initial contract will be for 12 months, with a three-month probationary period.
- APHR does not cover costs associated with relocation.

How to apply

Deadline for applications is on **Monday, August 31 2022**. Send your CV/resume and cover letter explaining why you are interested in this position and why you think you are a good match for it to jobs@aseanmp.org **with the subject heading “Application: APHR Advocacy and Campaigns Officer - DFF”**. Apologies in advance that due to the volume of applications received, only shortlisted candidates will be contacted.

ASEAN Nationals are encouraged to apply.

APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
