

## **Job Vacancy Project Manager and Membership Officer**

### **Summary of the position:**

APHR is looking to hire a Project Manager and Membership Officer who will be responsible for planning, coordination, implementation, and monitoring of strategic initiatives and project activities of the Norway MFA funded project 2023-2025. She/he will also support the strengthening of APHR's membership and engagement with ASEAN entities and stakeholders in collaboration with the Programs and Media & Advocacy teams

**Contract duration:** 12 months (with 3 months' probation)

**Location:** Remote, preferably in Southeast Asian capitals.

**Line Management:** The Project Manager and Membership Officer will report directly to the Executive Director.

### **About APHR:**

APHR is a regional network of current and former parliamentarians who use their unique position 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.

Representing a unique and strategically focused addition to the regional and international human rights framework, APHR is supported by a young and dynamic team of human rights professionals that make up the Secretariat, with staff currently based across the region. As part of a member-driven organization, the Secretariat also works directly with legislators and political leaders in Southeast Asia and beyond to craft strategies and respond effectively to developing situations.

**Main duties and responsibilities:**

**Project Management and M&E**

- Draft and finalize project concept papers and budgets before activity implementation;
- Implement the project activities and ensure that these operate within the policies and procedures of the organization and donor policies;
- Draft and finalize the annual and quarterly work plans, budgets and all other relevant reports;
- Liaise and coordinate with staff and members to ensure effective and efficient project implementation;
- Monitor the results framework to measure and assess the progress and results of the project activities;
- Report project activities and issues to management and donors on a regular basis;
- Develop and maintain a network of contacts with rights holders, civil society, international organisations, government, and other key stakeholders and beyond relevant to the portfolio and identify potential collaboration; and
- Attend relevant meetings, briefings, events, conferences and lectures on behalf of APHR;

**Membership Relations and Engagement**

- Support the coordination and organization of membership drives and engagement activities including drafting of membership strategy plans;
- Maintain and update the membership database and reports;
- Provide regular updates to Board Members on the status of Members' applications;
- Support the management and improvement of the APHR membership and partners database and information system with support from National Focal Points;
- Manage the member life-cycle i.e. member registrations, new member communications and onboarding, member support administration and other services;
- Lead and coordinate membership initiatives and activities including organizing the annual members forum and national caucus events and planning;
- Collaborate with National Focal Points on country and national caucus events and membership drives; and
- Provide inputs to Advocacy and Campaigns Officers on members' profiles, interests and background to support program activities and workshops.

### **External Relations and ASEAN Engagement**

- Coordinate and network with various stakeholders and partners in relation to requests for invitations of APHR Members to events, forums and meetings and follow through on MPs participation.
- Support and maintain productive relationships with donors, CSOs, relevant stakeholders, ASEAN Bodies and parliamentary organizations, in close coordination with the Executive Director and Programs Director.
- Update the ASEAN/CSOs/external contacts database system to be used for programming; and
- Support initiatives and activities related to engaging ASEAN bodies and CSOs.

### **Administration:**

- Provide inputs and comply with the implementation of operational policies, procedures and practices of the organization; and
- Carry out other duties, including logistics and administrative support in coordination with other Secretariat staff, as required.

### **Qualifications and Experience**

#### *Required*

- Bachelor's degree in related field;
- Minimum of 4 years experience in development work or with a regional CSO preferably in Southeast Asia;
- Experience in the development and implementation of programs and projects on democracy and human rights related issues;
- Previous experience in project management and M&E;
- Wide networks within the ASEAN region with a broad range of actors including diplomats, state officials, civil society organizations, think tanks, etc.
- Oral and written fluency in English.
- Excellent analytical and writing skills.
- Ability and willingness to travel in the region and beyond.
- Commitment to the objectives of the organization.
- Ability to work as a member of an international team.
- Be able to handle challenging and demanding work situations.

Others:

- Experience working with parliamentarians.
- Self-motivated, ability to use own initiative, and ability to think outside of the box.
- High degree of initiative and persistence combined with high levels of discretion and diplomacy.
- Ability to build productive working relationships, influence, and engage others.
- Excellent interpersonal skills, respectful, working effectively with others, listening, and empathy.
- Knowledge of at least one Southeast Asian language.
- 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:**

APHR operates on a standard five-day work week but staff may be required to work some evenings and weekends to respond to developments and when on missions. Days in lieu will be provided for non-standard workdays.

Competitive monthly remuneration package including comprehensive health insurance, social security and communications allowance.

The successful candidate will be expected to take up duties as soon as possible.

**How to apply:**

Deadline for applications is on Friday, **30 December 2022**. Send your CV and cover letter to [jobs@aseanmp.org](mailto:jobs@aseanmp.org) with the subject heading “**Application: Project Manager and Membership Officer**”.

Apologies in advance that only shortlisted candidates will be contacted.

ASEAN Nationals are encouraged to apply for this position.

*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.*

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