

**Job Vacancy  
Program Coordinator  
Climate Change and Human Rights**

**Summary of the position:**

ASEAN Parliamentarians for Human Rights (APHR) is seeking an experienced and dedicated Program Coordinator to lead the organization's work on the Climate Change and Human Rights portfolio. The role will involve program management, research, and advocacy work aimed at strengthening the role and effectiveness of parliamentarians in advancing climate mitigation and adaptation in the region.

The Program Coordinator will also support APHR's work on Business and Human Rights issues when necessary.

Among other things the Program Coordinator monitors developments in the area of climate change and human rights, liaise and identify strategic partners, support APHR in designing advocacy strategies, draft a wide range of outputs, organize 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 duties and responsibilities:**

**Program implementation:**

- Lead in the development and implementation of the program's strategies to promote the role of parliamentarians in advancing climate action and business and human rights in Southeast Asia;
- Identify opportunities for APHR to engage the unique mandate of its membership on climate change and its impact on human rights;
- Liaise and coordinate with staff and members to ensure the effective and efficient portfolio management;
- Organize programs and activities relevant to the portfolio, including fact-finding missions and conferences;
- Work closely with the Media and Advocacy Team to develop high quality research, advocacy, and campaign materials as well as to develop appropriate messaging in media and social media outputs; and
- Report and monitor the program activities based on M&E tools on a regular basis.

**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 organizations, government, and other key stakeholders relevant to the portfolio.

**Administration & Other Responsibilities**

- Support the drafting of annual reports, work plan, budgets and activity reports;
- 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.

## **Qualifications and Experience**

### Required:

- Bachelor's degree in related field;
- Minimum of 4 years professional experience on issues relating to climate change, or the environment, preferably from a human rights perspective.
- Strong knowledge of the political context 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 climate change 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
- 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 Program Coordinator will ideally be in a Southeast Asian capital,
- The APHR team works mostly remotely or online. Some overseas travel may be required to support APHR workshops or conferences.
- 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.
- An initial contract will be for 12 months, with a three-month probationary period.
- APHR does not cover costs associated with relocation. The successful candidate will be expected to take up duties as soon as possible.

**How to apply:**

Deadline for applications is on **Tuesday, 31 January 2023**. Send your CV 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](mailto:jobs@aseanmp.org) **with the subject heading “Application: APHR Program Coordinator - Climate Change”**. Apologies in advance that due to the volume of applications received, only shortlisted candidates will be contacted. Previous applicants need not apply.

*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.*

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