

Job Vacancy

Program Coordinator for Freedom of Religion or Belief

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 Freedom of Religion or Belief (FORB). The role will involve a significant amount of research and advocacy work, as well as wider program work aimed at advancing the role and effectiveness of parliamentarians in advancing the right to FORB in the region.

Among other things the Program Coordinator monitors developments in the area of FORB, liaise and identify strategic partners, designs advocacy strategies, draft a wide range of outputs, organise events workshops and missions, and complete other tasks necessary for the project's success.

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

Location: Remote, preferably in any Southeast Asian capital.

Line Management: The Program Coordinator for Freedom of Religion or Belief will report directly to the Programs 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:

Portfolio Development and Management and Administration and Other Responsibilities

- Lead the planning, development, coordination, implementation, and reporting of the program's strategies to promote the role of parliamentarians in advancing FoRB;
- Act as the focal point for APHR's key partner on the issue, [IPPFORB](#);
- Identify opportunities for APHR to engage the unique mandate of its membership on FoRB issues;
- Liaise and coordinate with staff and members to ensure the effective and efficient portfolio management;
- Report and monitor the program activities based on M&E tools on a regular basis;
- 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.

Advocacy and Campaigns:

- Lead in the development and implementation of advocacy and campaign strategies to promote the role of parliamentarians in advancing FoRB in Southeast Asia;
- Develop and draft high quality research, advocacy and campaign materials;
- Organize programs and activities relevant to the portfolio, including fact-finding missions, and conferences;
- Work closely with the Media and Communications Manager to develop appropriate messaging in media and social media outputs; and

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.

Membership and Networking

- Coordinate and manage the [Southeast Asia Parliamentarians for Freedom of Religion or Belief](#) (SEAPFoRB), working group composed of former and current parliamentarians working to advance FoRB in the region;
- Consult, motivate and support APHR members to ensure their meaningful participation in APHR's activities relevant to the portfolio;

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- Develop and maintain a network of contacts with rights holders, civil society, international organisations, government, and other key stakeholders relevant to the portfolio.

Qualifications and Experience

Required:

- Bachelor's degree in related field;
- At least 3-4 years professional experience of implementing programs and advocacy on issues relating to freedom of religion or belief;
- Strong knowledge of the freedom of religion or belief and/or political context in Southeast Asia;
- Excellent analytical and writing skills for a wide variety of audiences;
- Proven experience of designing advocacy campaigns and conducting research on FORB related issues;
- Strong network with civil society organizations and stakeholders working on ForB issues in Southeast Asia;
- Proven organizational skills, with exceptional attention to detail;
- Ability to work as a member of a regional team;
- 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:

- Experience working with parliamentarians and/or government officials
- A 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 understanding;
- 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.

How to apply:

Deadline for applications: **Tuesday, 31 October 2023**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading “**Application: Program Coordinator for FoRB**”
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.
