

Job Vacancy

Program Coordinator for Myanmar and Crisis Response

Summary of the position:

APHR is looking to hire a Program Coordinator for Myanmar Crisis Response to support the organization's response to major human rights crises and emergencies across the ASEAN region. The Program Coordinator for Myanmar and Crisis Response will identify advocacy opportunities and implement reactive strategies to empower parliamentarians to respond effectively and in a timely manner to human rights crises and situations of conflict with particular focus on Myanmar. The Program Coordinator for Myanmar and Crisis Response will also work on refugees and migrant issues in the region.

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

Location: Remote, preferably in Southeast Asian capitals.

Line Management: The Program Coordinator for Myanmar and Crisis Response 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:

Reactive Work:

- Lead in the identification, design, and implementation of reactive advocacy, support and campaign strategies to promote the role of parliamentarians in responding to emerging human rights crisis and emergencies in the region;

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- Develop and draft high quality advocacy and campaign material in response to developing situation in Myanmar and other countries, including issue briefs, public leaflets, open letters, speeches, talking points, written and oral parliamentary questions etc; and
 - Work closely with the Media and Program teams and to develop reactive media and social media strategies and opportunities in response to crisis.

Myanmar and Regional Advocacy:

- Help develop forward-thinking advocacy strategies to leverage ASEAN and its Member States into taking positive and effective action in Myanmar and other crisis and emergency situations;
- Help develop concrete policy recommendations and actions ASEAN, its Member States, and key partners can take to help bring an end to the Myanmar's military violence;
- Support the implementation of such strategies by engaging Member States at the highest level, including in parliaments, as well as with key influencers and experts;
- Provide IPI and APHR members with the necessary information, analysis, and research to support their continued engagement on Myanmar; and
- Coordinate activities to implement Myanmar advocacy strategies and action plans to include: organize meetings, support drafting of material, etc.

Research:

- Monitor key developments relevant to the portfolio in the region and at the international level through monitoring and analysing of key media outputs, academic papers, UN, NGOs and legal publications, in order to strategically inform APHR's advocacy and research activities;
- Draft and produce internal and external substantive outputs including research reports, issue briefs, advocacy documents, briefing notes for MPs, and others.
- Based on research findings, support in developing APHR's position, policy recommendations and strategies to respond to political and humanitarian crises in the region.

Portfolio Management:

- Support the planning, coordination, implementation, and reporting of project activities relevant to the portfolio;
- Support and provide inputs to the organization's strategic planning and evaluation exercise;
- Support the drafting of annual work plan, budgets and activity reports including donor reporting; and
- Support in proposal writing and identifying funding opportunities.
- 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;

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.
- Extensive experience in designing and implementing strategic media and advocacy plans in coordination with a wide range of stakeholders, including with high level officials and ministers.
- Experience in working in a crisis setting and emergency situation with particular focus on Myanmar.
- Experience and ability in working under pressure and short deadlines, in a fast paced environment.
- Significant experience in conducting advocacy in the ASEAN region, and sound knowledge of ASEAN's mechanisms and ways of working.
- Strong knowledge of the political context and human rights issues in the region and if possible, Myanmar.
- 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.

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 ASEAN 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: **Wednesday, 14 February 2024**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading “**Application: Program Coordinator for Myanmar and Crisis Response**” 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.
