

Job Vacancy

Program Coordinator for Refugees and Migrant Rights

Summary of the position:

The Program Coordinator for Refugees and Migrant Rights will lead the organisation's work on the portfolio on **Refugees and Migrant Rights** across the ASEAN region including Timor Leste. 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 national, regional and international responses to these critical issues. He/She acts as the organisation's focal point on the portfolio by monitoring developments, and maintaining close contact with APHR members and partners.

Contract duration: 8 months with possibility of extension

Location: Remote, preferably in Southeast Asian capitals.

Line Management: The Program Coordinator for Refugees and Migrant Rights 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:

Advocacy and Campaigns

- Lead in the development and implementation of advocacy and campaign strategies to promote the role of parliamentarians in advancing human rights relevant to the portfolio;

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- Identify opportunities for APHR to engage the unique mandate of its membership on key human rights issues relevant to the portfolio, including through workshops, fact-finding missions, parliamentary questions, legislative analysis, public advocacy etc;
 - Develop and draft high quality advocacy and campaign material including issue briefs, public leaflets, open letters, speeches, talking points, written and oral parliamentary questions etc;
 - Work closely with the Media and Communications Manager to respond to media inquiries, and develop appropriate messaging in media and social media outputs including press releases, op-eds and social media material; and
 - When relevant, identify synergies and common objectives with other APHR's portfolios and work in collaboration with other PCs.

Research

- Maintain oversight and understanding of the 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;
- Lead and Conduct research on relevant issues to the portfolio and to APHR's mandate through interviews with relevant stakeholders and rights holders, desk research, and field visits;
- Based on research findings, support in developing APHR's position and policy recommendations on key issues relevant to the portfolio; and
- Draft and produce internal and external substantive outputs including research reports, issue briefs, advocacy documents, briefing notes for MPs, and others.

Program Development and Management

- Lead the planning, coordination, implementation, and reporting of program and project activities relevant to the portfolio;
- Support and provide inputs to the organization's strategic planning, M&E 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.

Membership Engagement

- Engage APHR's members and relevant Working Group(s) by sharing information, advocacy and capacity building opportunities and ensuring their meaningful participation in APHR's research and advocacy activities;
- Support APHR members, as necessary, in their efforts to advocate for human rights inside and outside of parliaments, regionally and globally; and

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- Support in updating the APHR membership and Working Group database system.

External Relationship

- 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 on refugees and migrant rights issues
- 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.
- 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.

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- 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: **Friday, 12 April 2024**. Send your CV and cover letter to jobs@aseanmp.org with the subject heading “**Application: Program Coordinator for Refugees and Migrant Rights**” 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.
