



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

Vacancy Announcement **Program Coordinator for Democracy and Fundamental Freedoms** **(PC - DFF)**

Summary of the position:

The Program Coordinator will manage the organisation's work on the Democracy and Fundamental Freedoms (DFF). The role will involve a significant amount of program/project management, membership engagement, and advocacy work aimed to enhance the role and effectiveness of parliamentarians in the ASEAN region in advancing these critical issues both regionally and internationally.

The Programme Coordinator, under the supervision of the Programs Director, supports APHR in designing advocacy strategies and takes the lead in the implementation of the activities under the MFF portfolio. The Programme Coordinator, among other things, monitors human rights developments in the region in the area of democracy and fundamental freedoms; identifies and liaises with Parliamentarians and strategic partners organization, drafts a wide range of project documents including statements and submissions, organises events, workshops and missions. The Programme Coordinator might also be required to complete other tasks necessary for the project's success.

Line Management: The Program Coordinator reports 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.

APHR is a unique and strategically focused addition to the regional and international human rights framework. It is supported by a young and dynamic team of human rights professionals that make up the Secretariat, with staff currently based across the region. The Secretariat works directly with legislators and political leaders in Southeast Asia and beyond to ensure that Governments in the region respect, protect and fulfil human rights.



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Main responsibilities:

Program/Projects Management

- Support the integration of research, advocacy, and communications strategies to provide an effective, coherent programme of work which delivers tangible outcomes;
- Manage the effective participation of and sharing of information/inputs by members among the thematic working groups;
- Develop/draft project concepts, activity reports, briefing papers, and implementation of work plan activities while ensuring compliance with APHR and donor programming and financial guidelines;
- Organize programs and activities, including fact-finding missions and conferences;
- Support the production and review of longer-term research outputs, including reports, policy briefing notes, and legal analyses; and

Advocacy and Campaigns

- Support the development and implementation of advocacy and campaigns to promote the role of parliamentarians in advancing human rights;
- Identify opportunities for APHR to wield the unique mandates of its members on key human rights issues; and
- Support the development of high-quality advocacy and campaign material.

Research

- Maintain oversight and understanding of the key human rights developments in the region and at the international level;
- Manage research projects and conduct research on relevant human rights issues; and
- Support in developing APHR's position and policy recommendations on key human rights issues.

Partnership and Networking

- Consult, motivate, and support APHR members to ensure their meaningful participation in APHR's activities relevant to the portfolio;
- Develop and maintain a network of contacts with rights holders, civil society, international organizations, government, and other key stakeholders; and



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- Work closely with APHR's National Focal Points (NFPs) to strengthen the work of members and engage with current and potential members at the national levels.

Administration & Other Responsibilities

- Support the drafting of annual work plans, budgets and activity reports including donor reports;
- Support in proposal writing and identifying funding opportunities;
- Carry out other duties, including logistics and administrative support in coordination with other Secretariat staff, as necessary; and
- Perform other duties assigned by the Programs Director.

Qualifications and Experience:

Required:

- Bachelor's degree in law, political science, human rights or other related fields;
- Minimum of 4 years experience in human rights, preferably on issues relating to the right to take part in the conduct of public affairs, freedom of expression, peaceful assembly; association and democracy;
- Strong knowledge of the political context and civil and political rights issues in Southeast Asia, derived from direct working experience in the region;
- Excellent analytical and writing skills for a wide variety of audiences;
- Experience in designing advocacy campaigns and conducting research on human rights-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:

- Experience working with parliamentarians and/or government officials;
- Knowledge of at least one Southeast Asian language;
- Self-motivated, ability to use own initiative and work flexibly;
- Ability to make sound judgements and work independently;
- Excellent interpersonal skills, be respectful and empathetic;
- Proficiency in Google Workspace.



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

How to apply

The deadline for applications is on **Friday, 25 October 2024**. Send your CV/resume 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 **with the subject heading “Application: Program Coordinator - DFF”**. Due to the volume of applications received, only shortlisted candidates will be contacted.

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.
