



VACANCY ANNOUNCEMENT

Programmes Coordinator

UPR Info Asia Regional Office

General Information

UPR Info is currently seeking a committed and enthusiastic person to join our Asia Regional Office as *Programmes Coordinator*. She/he will be based with the Asia Regional Office in Bangkok, Thailand, and will coordinate the human rights capacity building and UPR follow-up programmes. Individuals from Asia are strongly encouraged to apply.

Position: Programmes Coordinator

Tentative starting date: As soon as possible - ASAP

Duration: 12 months (with possibility of extension)

Type of contract: Temporary contract

Basis: Full time, 100%

Location: Bangkok, Thailand

Deadline to apply: 17 July 2016

Who We Are

UPR Info is a non-profit, non-governmental organisation (NGO) with headquarters in Geneva, Switzerland, and two regional offices: in Bangkok, Thailand, for Asia and in Nairobi, Kenya, for Africa. The organisation's main goal is to ensure all stakeholders seize the opportunity and engage in the Universal Periodic Review (UPR) Process as an effective political mechanism to advance the realization of human rights on the ground. *UPR Info* objectives are: (1) to raise awareness by providing capacity-building tools to the different actors of the UPR process, such as United Nations (UN) Member States, NGOs, National Human Rights Institutions and civil society, and (2) to support an inclusive and effective participation of relevant constituencies throughout UPR cycles.

Created in February 2008, *UPR Info* is currently composed of four staff members in its Geneva office, three staff members in its Africa Regional Office and 1 staff member in its Asia Regional Office. The organisation has held Special Consultative status with ECOSOC since 2012.

Since the inception of the UPR mechanism in April 2008, UPR Info is the first and only organisation in the world focusing specifically on the UPR process. The organisation's extensive experience in this area is unique as it addresses all human rights issues and all countries without discrimination or politicization. As an impartial, non-advocacy NGO, *UPR Info* has the rare opportunity to work together with civil society and governments, and occupies a niche by bringing these actors together and building trust among them. **The organisation provides an exceptional platform for discussion on human rights issues, without naming and shaming but focusing on solutions.** UPR Info Asia Regional Office opened in May 2015 with the goal to support the effective and inclusive participation of local civil society in the UPR process by promoting a cooperative implementation of UPR recommendations among all UPR Stakeholders in order to advance the human rights situation on the ground.

UPR Info's strategy lies on five programmes:

1. ***Supporting CSOs participation in the UPR:*** We provide strategic information, analyses, explanations, learning tools, capacity building trainings to NGOs.
2. ***UPR Pre-sessions:*** We convene diplomatic dialogues at the country level and in Geneva between Embassies, Permanent Missions and CSOs to provide a platform for civil society to brief States on the human rights situation in their countries.
3. ***UPR Follow-up:*** We offer technical assistance to UN Member States and CSOs to implement the UPR recommendations in a collaborative and cooperative manner, including supporting the development of UPR implementation and monitoring plans/matrix.
4. ***Enhancing States' capacities:*** We provide strategic information and tools to States to effectively engage in the UPR process.
5. ***Monitoring & Strengthening the UPR process:*** We monitor the UPR process to ensure that it is an effective mechanism to advance human rights on the ground.

UPR Info is a small NGO, with the advantages and constraints attached. Every staff member plays an important role and carries responsibilities. Dedication is key as it greatly impacts the work of the organisation. It is therefore necessary to embrace the vision and goals of the organisation and fully commit to its success.

<h2 style="margin: 0;">Duties and Responsibilities</h2>

Under the supervision of the Asia Regional Director, the Programmes Coordinator will coordinate the human rights capacity building activities and the UPR follow-up programme, and will contribute to the implementation of UPR Info's strategy. She/he will undertake the following tasks:

- Manage the implementation of the human rights capacity building activities and the UPR follow-up programme according to the timeframe, achieving objectives and provide supervision for the administrative officer and interns;
- Coordinate the implementation of the programmes activities with UPR Info HQ, regional, national and local partners, such as: CSO coalitions, NGOs, national human rights institutions, government agencies, parliamentarians, UN agencies, media, academics and development agencies.
- Organize and coordinate various activities foreseen in programmes such as trainings/workshops, conferences, and meetings with relevant UPR stakeholders;
- Conduct high-level meetings with senior government officials;
- Provide human rights capacity building trainings to UPR stakeholders, including development of curricula and presentations;
- Write news updates, press releases, briefing papers, and reports;
- Be capable of developing and completing project proposals in coordination with the Asia Regional Director;
- Produce all necessary regular monthly and quarterly reports including reporting to donors in relation to implementation of programmes within the deadlines;

- Coordinate and maintain communications with relevant stakeholders in Asia regarding the work undertaken by UPR Info Asia Regional Office, including representing the organisation in public events, the media, meetings with public officials and conferences;
- Manage the daily work and administration required for the programmes;
- Any other tasks required.

Required Qualifications and Experience

Education:

- Masters’ degree in international law, human rights, international relations, development, social sciences or other relevant academic field.

Work Experience:

- 3-5 years work experience in the field of human rights;
- Excellent knowledge of the UPR and other UN Human Rights Mechanisms;
- Good understanding of the Sustainable Development Goals (SDGs) and related indicators;
- Experience implementing human rights programmes;
- Experience providing human rights capacity building trainings;
- Experience working in an NGO will be considered an asset;
- Previous experience with the UPR will be considered an asset; and
- Previous experience with communication tools will be considered an asset.

Language requirement:

- Fluency in English with very good verbal and written skills;
- Fluency in an Asian language will be an asset.

Skills:

- Meticulous and detail-oriented;
- Pro-active person, self-motivated, positive attitude, strategic thinking and multi-tasking ability;
- Curiosity and capacity to contribute to the development of the NGO;
- Ability to work flexibly, under tight timelines and on multiple agendas simultaneously;
- Ability to work independently and effectively with minimum supervision;
- Good communication and public presentation skills;
- Service-oriented;
- Excellent organisational and strong interpersonal skills;
- Good computer and internet skills, especially Excel.

Work Permit:

- Due to time constraints, being in possession of a valid Thai Work Permit will be an asset.

What We Offer: Salary and Benefits

- Competitive salary commensurate with experience, with basic healthcare coverage and related travel costs for field trips;
- Opportunities to engage with local, regional and international human rights advocacy networks;
- International environment;
- Contact with a great variety of actors;
- First-hand experience in the work and functioning of a small NGO;
- Deep involvement in the United Nations human rights system; and
- Possibility to expand your responsibilities and competencies depending on your commitment.

How to Apply

Interested applicants should submit the following:

- CV
- Cover Letter
- Names and contact information for 2 references
- A sample of work written by the applicant (unedited by others)

Please send application by **17 July 2016** via email to: office-asia@upr-info.org

UPR Info is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, sexual and gender minorities, persons with disabilities and people living with HIV are equally encouraged to apply. All applications will be treated with the strictest confidence.

Only shortlisted candidates will be contacted for interview.

Contact Details

UPR Info Asia

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