

Terms of Reference

1. Position Details

Position Title	:	Human Rights Officer
Contract Period	:	12 months (Renewable based on performance) with 3 months' probation.
Reports to	:	Executive Director
Location	:	APCOM Secretariat Bangkok, Thailand

2. About APCOM

[APCOM](#) is a not-for-profit regional organization based in Bangkok, Thailand, representing and working with a network of individuals and community-based organizations across 38 countries in Asia and the Pacific.

APCOM works to improve the health and rights of gay men, other men who have sex with men and people and communities of diverse SOGIESC across Asia and the Pacific.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalization and exclusion impact on the health outcomes of the communities we serve.

More information about APCOM can be accessed [here](#)

3. Human Rights Officer

APCOM is seeking a Human Rights Officer who will primarily contribute to improving the rights of LGBTQI, and strategies of APCOM and ensure mainstreaming of Human Rights in the interventions of the APCOM and our partner organizations.

3.a. Duties and Responsibilities

Scope of Responsibilities:

- The Human Rights Officer, in coordination with the Gender Equality Officer, will oversee project implementation at the regional and country level.
- Ensure that project implementation is aligned with the project objectives and APCOM's institutional goals.
- Ensure that human rights principles are integrated into the project implementation.
- Provide expert advise to country partner organizations in the course of implementation of project activities
- Along with the Gender Equality Officer, will lead in designing and implementation of regional-level activities
- Liaise and coordinate with country partner organizations project implementation and reporting requirements
- Liaise with other project personnel in the design and conduct of regional activities
- Develop annual and semestral project workplans in consultation with country partner organizations
- Coordinate with consultants who will be involved in the project activities
- Along with Gender Equality Officer, fulfil project reporting requirements.

4. Knowledge and Skills Requirement

Education:

- Preferably with an advanced degree in development studies, gender studies, social sciences, political sciences, or a related field with focus on gender studies, human rights, and/or social inclusion. Relevant work experience will be considered in lieu of an advanced degree.
- The ideal applicant must have five years of work experience in gender equality and social inclusion.

Experience, skills and knowledge required

- Demonstrated work and professional experience in and/or with non-profit organisations, especially related to human rights, gender equality, and LGBTQI.
- Experience in building partnerships, shaping development programmes on gender, and mobilising resources.
- Knowledge and exposure to a wide range of human rights issues, including approaches and techniques for dealing with sensitive and complex human rights issues in their political, ethnic, racial, gender, and socioeconomic dimensions.
- Ability to appraise the influence on the human rights situation in the area or country of assignment, taking into account the political context and legal statutes as they relate to human rights.
- Capacity to do in-depth research, prepare reports, and draw conclusions on potential causes and remedies for human rights issues in particular countries and systems.
- Demonstrated skills in working with partners at the national level as well as civil authorities and members of advocacy groups.
- Ability to tie political, social, economic, and humanitarian programs in impacted countries and places to human rights issues and viewpoints, especially their gender equality elements.
- Ability to work in a multi-cultural and international environment based on mutual respect and tolerance.
- Ability to exercise good judgement, discretion and tact in handling sensitive issues.
- Experience in developing complex programmes, working collaboratively with multiple stakeholders and on resource mobilisation would be an asset.
- Excellent written and oral communication skills; fluency in English required. Other Asian languages are an advantage.
- Proven organisational and task management skills, with appropriate attention to detail and ability to prioritise work among multiple competing demands and under tight deadlines.
- Ability to manage multiple workflows at the same time.
- Team player with a positive, enthusiastic, and self-motivated attitude,

PREPARING YOUR APPLICATION:

If you think you have the passion, skills and qualifications for this position and would like to join our team, please prepare your application, by addressing each point listed in section 4 '**Knowledge and Experience Requirements**' in the above position description/brief. You are required to state how your skills, knowledge, experience and qualifications relate to the position. It is recommended that you address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who fail to demonstrate the knowledge and skills required for this position in their application will not be invited to attend an interview.

Please attach this application along with your CV, covering letter and proposed monthly rate and submit to the APCOM Secretariat by emailing JoinUs@apcom.org no later **18:00 GMT+7 on 31 January 2023**. (Applications will be reviewed on a rolling basis)

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview. The shortlisted candidates will undergo an oral interview.

SUBMISSION CHECKLIST:

Please ensure that you have attached and included the following information to ensure your application is complete.

1. Complete application (addressing each of the points in Section 4: 'Knowledge and Experience Requirements')
2. CV with 3 references
3. Cover Letter (Please include proposed monthly salary in THB)

For questions or enquiries for the position, please contact the recruitment focal point at operations@apcom.org