



Programme Associate/Officer (Consultant)

Protecting & Resourcing HRDs-Movements

Full time

Job description

Manushya Foundation

Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by [Emilie Palamy Pradichit](#), with the vision to build a movement of **Equal Human Beings** ∞ **#WeAreManushyan** ∞ Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the center of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

∞ Our Thematic Focus ∞

1. **Digital Rights:** We work towards the promotion and protection of online freedom of expression and online privacy.
2. **Corporate Accountability & Climate Justice:** We're committed to put People & Planet over Profit!
3. **United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Powering Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Protecting & Resourcing Human Rights Defenders:** We protect human rights defenders at risk of (trans)national repression, and provide rapid response grants and strategic subgrants to HRDs, social movements and marginalized communities to sustain their work.

∞ **How does change happen?** Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

Our Social Media:

Website: <https://www.manushyafoundation.org/>

Facebook: <https://www.facebook.com/ManushyaFdn/>

Twitter: <https://twitter.com/ManushyaFdn>

LinkedIn: <https://www.linkedin.com/company/manushyafoundation/>

Youtube: <https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRfg>

Programme Associate/Officer (Consultant)

Manushya Foundation is seeking a full-time consultant to support the management of the operational case management of the Emergency Assistance Program (EAP), which supports human rights defenders (HRDs) and activists facing repression and transnational repression, coming from the Asian region. The consultant will be responsible for evaluating activists' situations, coordinating their relocation, and providing crucial technical assistance, security guidance, and digital protection.

As part of the Powered by the People (PxP) team, the role involves supporting the logistical and financial management of EAP cases, ensuring that the program runs efficiently and aligns with Manushya Foundation's goals. The consultant will work closely with the Program Associate, collaborating on budgeting, monitoring EAP expenses, and managing the supplies needed for relocation and rapid response efforts. The consultant is a key player in safeguarding activists, foreseeing potential threats, and providing timely solutions for relocation and protection. Manushya Foundation is dedicated to upholding justice and protecting HRDs in Southeast Asia, and this role is central to advancing our mission of supporting those who risk their lives for freedom and human rights.

Statement of Work

At Manushya Foundation, we are a small team with a great mission and the determination to make real change. We work closely with local communities and act as a bridge to ensure their voices are heard, issues are visible, and their access to justice is guaranteed. The ideal candidate joining our team will be able to demonstrate results in the following areas explained under Role & Responsibilities.

Role & Responsibilities

The consultant ensures effective implementation and communication of EAP objectives, including:

1. Support to Activists/Refugees:

- Meet with activists/refugees, examine their status, and evaluate their cases.
- Systematically update the reporting profiles of each Activist/Refugee, during or post online or in-person meetings.
- Coordinate and execute the relocation process for activists/refugees and their families, ensuring they understand all necessary security protocols.
- Provide technical assistance, including digital security training to activists, ensuring they have the tools needed to safeguard their safety.
- Communicate clearly with activists, explaining security measures before and during relocation.
- Ensure adherence to EAP conditions and that activists/refugees understand their responsibilities in line with Manushya Foundation's EAP contracts and policies.

2. Operational Case Management, together with the Program Associate:

- Oversee the operational and financial aspects of the EAP program.
- Regularly update the Operational Case Management file, ensuring that case information is up-to-date and accessible to all relevant team members.
- Ensure EAP-related expenses are tracked, updated, and regularly reported, particularly for rapid response activities.
- Manage relocation supplies, such as go-bags and other essentials, ensuring they are well-stocked and available for emergencies.

3. Risk & Budget Management:

- Regularly assess risks associated with EAP operations and communicate them to the PxP Team, Director of Operations & Finance and the Executive Director.
- Ensure that EAP expenses remain under budget, taking proactive steps to avoid overspending while maintaining operational effectiveness.
- Work closely with the Programme Associate to monitor the EAP budget, identifying potential budget risks and ensuring efficient use of funds.
- Report budget-related risks or challenges related to rapid response actions promptly to the Director of Operations and Finance and the Executive Director. .

4. Project Management & Teamwork:

- Maintain clear communication with PxP and Manushya team members to align efforts and ensure collaboration.
- Schedule weekly or bi-weekly meetings with PxP colleagues to review case progress, ensure smooth coordination, and resolve any challenges.

5. Behavioral Expectations and Professional Conduct:

- **Timely Communication:** The consultant is required to maintain regular and transparent communication, responding to emails, messages, and meeting requests promptly.
- **Reporting Back:** Weekly or bi-weekly reports are expected, detailing the progress of deliverables, challenges, and next steps to ensure alignment with project goals.
- **Collaboration and Teamwork:** Active collaboration is essential, and the consultant shall participate in team discussions and decision-making processes to ensure cohesion and progress.
- **Accountability and Honesty:** The consultant must demonstrate integrity by being honest and forthcoming in all project-related matters, communicating issues early to avoid complications.
- **Task Follow-Up:** The consultant shall ensure follow-up on all tasks assigned, providing regular updates on their completion and any challenges faced.

6. Any other tasks as required.

Educational Background:

- Advanced degree in **business administration, finance, accounting, international development, or a related field.**
- **Certification or training** in project management, human rights, or risk management is a plus.

Work Experience:

- Minimum **5 years** of experience in **financial and budget management**, particularly in overseeing program budgets and ensuring compliance with donor requirements.
- Strong experience developing and implementing admin and logistics plans.
- Experience in a **non-profit** organization.

Skills and Expertise:

- **Excellent research and analytical skills**, with the ability to develop comprehensive reports on **security, protection, and operational case management.**
- Knowledge of **digital security protocols** and **technical assistance** for activists, including the ability to provide security training.
- Demonstrated ability to **evaluate risks** and proactively address security, financial, and operational challenges in a high-pressure environment.
- Familiarity with **grant management** and **reporting processes** to ensure alignment with donor expectations.

Communication and Language Proficiency:

- **Excellent written and oral communication skills** in English, with the ability to produce clear reports, updates, and correspondence.
- **Knowledge of an ASEAN language** is highly desirable.
- Strong interpersonal skills, with the ability to communicate effectively with **activists, team members, and external stakeholders.**
- **Professional empathy** and **cultural sensitivity**, with a compassionate approach to working with individuals in challenging and often vulnerable situations.
- **Demonstrated kindness** and **respect** in all interactions, fostering trust and open communication

Technical Proficiency:

- Proficiency in **project management tools** such as **SLACK, Click-Up**, or similar platforms to ensure effective communication and workflow management.
- Ability to use **financial tracking software** and **budget monitoring tools** to manage expenses and provide timely updates.

Personal Attributes:

- Strong sense of **accountability, integrity**, and commitment to **human rights and social justice.**
- **Growth mindset** with a proactive, **initiative-taking approach** to work and the ability to adapt to fast-changing environments.
- Demonstrated **cultural sensitivity** and the ability to work in a **multicultural environment**, especially within the Southeast Asian context.

Desirable Experience:

- Knowledge of **emergency assistance protocols**, specifically within a regional or global human rights framework.
- Experience in **emergency assistance**, particularly in managing **relocation** and **protection programs** for human rights defenders (HRDs) or vulnerable populations.

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- Applicants should submit their **updated resume/CV** and **cover letter**. **Kindly provide two references**. Use the **Programme Associate/Officer (Consultant) Application** to be put in the subject line and send it to wearemanushyan@manushyafoundation.org **by 29 November 2024**.
- Interested applicants are encouraged to apply ASAP prior to the deadline as applications will be reviewed on a rolling basis.