

# Asia Pacific Refugee Rights Network

## Job Announcement

### Secretary General

<b>Location:</b>	Asia Pacific (preferably Bangkok but there is flexibility on location).
<b>Benefits:</b>	Benefits include basic health insurance and contributions to staff provident fund. APRRN will also cover costs associated with securing a visa in Thailand.
<b>Compensation:</b>	1.9 million Thai Baht annual salary

#### **Asia Pacific Refugee Rights Network (APRRN)**

The [Asia Pacific Refugee Rights Network \(APRRN\)](#) is an open and growing network consisting of more than 300 civil society organisations and individuals from 26 countries, committed to advancing the rights of refugees in the Asia Pacific region. The network is supported by a secretariat of six staff, based in Bangkok. APRRN's activities are structured into key areas of joint advocacy, capacity strengthening, resource sharing and outreach.

Our members are diverse, including service providers, human rights advocacy groups, research institutions, law firms providing pro-bono legal aid, refugee community-based organisations and refugees themselves. Almost all APRRN members are civil society groups working in their specific local contexts, lobbying their governments for changes in policies and legislation to protect the rights of refugees.

APRRN's vision for the Asia-Pacific region is one in which all people affected by displacement and statelessness have equal and adequate access to assistance and protection, and to timely durable solutions as needed. Our goal is to work towards a future in which refugee communities, civil society, States, UNHCR and other actors collaborate effectively towards the common purpose of protection.

#### **About the Secretary General**

Asia Pacific Refugee Rights Network (APRRN) is seeking an energetic and visionary Secretary-General to coordinate and provide strategic support to our dynamic member-led network. The Secretary-General we are seeking is someone who is passionate about advancing the rights of refugees and other people in need of protection, who will use her or his skills and knowledge to help us achieve our network's goals and support the collaborative efforts of our diverse membership.

## **Duties and Responsibilities:**

### **Governance**

- Seek direction from the APRRN Board and Steering Committee and provide updates on progress on terms agreed with Chair. Ensure full and strict compliance with regulations and good practice for managing a not-for-profit organisation.
- Participate with the Board and Steering Committee in continuing to develop a vision and strategic plan, informed by the APRRN membership, to guide the network.

### **Operational management and strategic planning**

- Lead and manage the implementation of APRRN's strategic plan and associated monitoring and evaluation.
- Ensure the effective development and implementation of APRRN membership support services, special projects, and network events.
- Lead in the facilitation the development of common advocacy positions and collaborative activities on key issues in the region for joint advocacy.
- Guide and support the implement other activities laid out in the strategic plan as well as in the working groups.
- Coordinate strategic interventions in regional and international refugee policy setting arenas.
- Provide overall financial oversight and budget management including reporting to donors and to APRRN's Board and Steering Committee.

### **Relationship management**

- Represent APRRN at international meetings, consultations and other key regional forums as required.
- Work with the APRRN Board and Steering Committee on approaches to maintain and further develop APRRN's relationships with its members and government, community, research and industry stakeholders and supporters.
- Identify grant, sponsorship and fundraising opportunities and develop associated proposals and applications; maintain excellent working relationships with donors and ensure appropriate, accurate and timely reporting/communication.
- Ensure that APRRN and its mission, services, projects, and events are consistently presented and with regard to key messages and network's key objectives.
- Lead and support APRRN's Secretariat to develop and implement effective communications, PR, media, promotional collateral and resources, and digital and social media.

### **Leadership and management**

- Provide effective supervision of APRRN employees and support for their learning and professional development.
- Develop and implement systems and processes to support productive teamwork.
- Oversee the liaison between team members to identify and manage team members' workload issues.
- Oversee the recruitment of team members in accordance with APRRN policy.

### **Key selection criteria**

The Secretary-General of APRRN will have

- Substantial experience in working with a diverse membership and experience in managing an organisation or network with a diverse portfolio of membership services, programs, and projects.
- Excellent interpersonal and people management skills, including demonstrated experience in engaging with people in cross-cultural contexts.
- Highly developed advocacy, negotiation and written and oral communication skills.
- Strong networking and relationship building skills with demonstrated capacity to communicate, negotiate and work with a diverse range of people and community groups and agencies.
- Excellent financial management skills.
- Demonstrated capacity to identify funding opportunities and to build and manage relationships with funding bodies.

### **Essential**

1. Skills and experience in the leadership of an organisation.
2. Minimum of 3 years work experience in promoting and protecting the human rights of forced migrants (refugees, internally displaced persons and/or stateless persons) and/or providing humanitarian assistance to these populations, preferably at the national level or in regional/international contexts.
3. Highly developed interpersonal and communication skills and a leadership style that is collaborative, facilitative and team oriented.
4. Experience in consulting with multiple partners in different contexts in order to design and implement coordinated responses and initiatives.
5. Experience or knowledge of issues facing the not-for-profit sector.
6. Comprehensive understanding of the overall socio-political situation and the human rights situation in the Asia Pacific region.
7. A demonstrated commitment to the values of APRRN.

### **Desired**

8. A relevant tertiary degree would be well regarded.
9. Experience working with APRRN members and familiarity with the APRRN structure.
10. Strong understanding of organisational change and capacity building processes.

### **To apply for this role**

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to Zoe Oldham at [zoeoldham@darylupsall.com](mailto:zoeoldham@darylupsall.com).

Please ensure that they are sent as Word documents with the titles “your name cover letter” and “your name CV” Please put “APRRN– Secretary General” in the email subject line. Also please let us know where you saw the post advertised.

**The deadline for applications is Sunday the 13<sup>th</sup> of June 2021**

*Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.*