

TERMS OF REFERENCE

PROJECT OFFICER POSITION

Introduction and Background

Asia Pacific Network of Service Workers (APNSW), a regional network of sex workers established in 1994, is a common platform for member organizations in Asia and the Pacific. It has registered as a Foundation in Thailand with a regional Secretariat based in Bangkok. The Secretariat is chiefly responsible for planning, implementing, coordinating, networking and communicating with the member organizations. It represents over 34 members from 23 countries across the Asia-Pacific Region. The purpose of APNSW is to protect and advocate for the Human Rights of Sex Workers by upholding their voices, empowerment and meaningful participation at the national, regional and international platforms. APNSW is playing a pivotal role to ensure human rights and improve the quality of lives of sex workers by means of evidence-based advocacy, networking, capacity building, research and policy development and reforms to work with Sex Workers led organizations, Networks, Groups and partners organizations across Asia and Pacific Region.

Purpose of the Project

APNSW will Working with national sex workers led organisations, Networks and Groups in Cambodia, Lao PDR, Indonesia, Nepal and Thailand, APNSW and its partner the International Women's Rights Action Watch Asia-Pacific (IWRAP AP) are implementing '**Forefronting our Agendas**: Combatting discrimination and violence against sex workers through amplifying voices of sex workers rights advocates in and fore fronting their agendas at relevant global and national policy advocacy spaces'. The project enhances the technical capacity of sex workers rights advocates to engage with the international women's rights framework and provide support to national sex workers rights advocates to undertake a sustained strategy on CEDAW activism encompassing research, documentation, advocacy and dissemination and thereby strengthen the meaningful participation of sex workers rights advocates in the CEDAW review process. It also creates spaces for cross-movement alliance building and networking at the national and regional levels and provide a platform for cross-regional exchanges between sex workers rights advocates from Asia and Africa. Consequently, it strengthens connections and builds networks to mobilise support for CEDAW activism on sex workers rights.

PROJECT OFFICER

Identify and analyze regional and thematic developments and trends on sex workers rights on an ongoing basis.

- Work in collaboration with the internal programme team to implement annual plans for the project, including but not limited to planning, logistics, communication and coordination with partners, reporting and follow up of specific capacity building and advocacy activities.

- Coordinate and conduct capacity building and other training activities at the national and regional levels.
- Participate in and coordinate any activities undertaken by APNSW that are relevant to advocacy for sex workers rights such as organizing dialogues, briefings or consultations.
- Develop and implement monitoring, evaluation and learning plan for the project.
- Coordinate with VOICE Linking and Learning Coordinator and provide feedback to consortium and national partners as required
- Liaise and work directly with the consortium partner on specific project activities under broader policy direction.
- Prepare periodic and annual project narrative reports.
- Liaise and manage communications with consortium and national partners involved with the project
- Build and maintain relationships with individual and institutional donors and APNSW members, as necessary
- Mandated to represent APNSW at national, regional and international events
- Join membership organisations relevant to work.
- Prepare and implement a communication plan for the project working in coordination with APNSW Communications team and consortium partners.
- Provide input to reports and proposals as needed.
- Facilitate cross-team communication (particularly around finance, programme and communications).
- Travel as and when required in the performance of her duties, both within and outside Thailand.

B. Management and Supervision

- Report directly to the Regional Coordinator in the implementation of the day-to-day project activities
- Work in close coordination with APNSW team members and liaise with consortium and national partners in relation to administrative, logistical issues
- Submit periodic report to management committee
- Management of logistics, administration and budget related to the project

KNOWLEDGE, SKILLS, AND ABILITIES

- In-depth knowledge of women's human rights, sex workers' rights and the work of sex workers' rights groups on the ground.
- In-depth knowledge of economic, political, social and cultural trends that impact the thematic and regional work.
- Fieldwork experience within the area of sex workers rights.
- Strong programme management skills, including supervision, time management and priority setting.
- Strong written and oral communication skills and ability to perform analytical and researched work.
- Bilingual fluency in oral and written English and another regional language (e.g.: Thai, Khmer, Bahasa, etc.) will be an advantage

- Well-developed leadership and people skills, with a demonstrated ability to support and encourage team members.
- Ability to coordinate and manage complex tasks.
- Demonstrated ability to take initiative and show creativity in solving problems.
- Ability to meet deadlines and motivate others to do the same.
- Excellent organisational skills and ability to manage complex tasks.
- A self-starter with excellent attention to detail.
- Ability to interact with staff at all levels of the organisation.
- Ability to prioritize competing demands and issues and meet deadlines.
- Sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment.
- Strong skills in PC environment, and in using MS Office; familiarity with database programmes.
- Ability to work independently with little supervision.
- Commitment to APNSW's values and principles

EDUCATION AND EXPERIENCE:

- Minimum 4 to 5 years substantive professional, experience in international women's rights issues.
- A Bachelors' degree in the social sciences or related field is strongly preferred (such as gender studies, anthropology, sociology or international development).
- Previous experience in the global south and east preferred.

APNSW will prioritize the recruitment of a sex worker to this position.

To Apply Interested candidates should send a cover letter and résumé via email to recruitment@apnsw.info The call will be open until 22 June 2018. Only selected candidates will be contacted.