



HRWG

# WE ARE HIRING!

hello  
there

POSITION: PROGRAM OFFICER FOR UN - OIC ADVOCACY

HRWG is a member-based organization for the international advocacy set up by various NGOs and individuals across Indonesia on 2013. We are the national NGO which brought the national issue of human rights to the international level through the United Nations (UN), Organization of Islamic Cooperation (OIC) and Association of South-East Asian Nations (ASEAN) mechanism. Our aim is to promote human rights in Indonesia so that the government is fulfilling their international human rights obligation to uphold human rights in Indonesia

Fill the form and send along with your CV, application letter, writing example (if any) and 2 references from the prominent human rights defenders (is a plus!) to email: [hrwg.indonesia@gmail.com](mailto:hrwg.indonesia@gmail.com)

Deadline  
9 June 2018

 @HRWG.Indonesia

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 [www.hrwg.org](http://www.hrwg.org)



## Requirements:

- Holds minimum undergraduate degree (S1) from any relevant subjects; Law, Human Rights and International Relation are more favourable
- Good communication skills both in Bahasa and English, spoken or written
- At least 2 years experience in human rights NGO sector
- Computer literate; able to use Adobe design is a plus
- Good understanding and analytical skills on civil society and social movement in Indonesia and international
- Excellent skills to work as an individual, as well as teamwork
- Have a clear understanding of the principles of human rights
- Able to work on tight schedule and working over time (if necessary)
- Have experiences and/or training on using the international human rights mechanism are more favourable.
- This position will be effective per June 25, 2018



## Responsibilities:

- Monitoring the Indonesia role in the UN especially in the Human Rights Council (HRC)
- Write the submission to UN-HRC
- Fully in-charge in writing Individual Complaint through the mechanism of UN Special Procedure
- Monitoring, analyzing and drafting strategies of HRWG's issue in focus
- Developing policy paper and briefing document of an event
- Preparing information which has to deliver to the public through the HRWG website
- Doing administrative things on creating the event
- Actively cooperate with the Manager in the activities done outside Jakarta
- Maintain HRWG network and able to establish new network both in international and national level
- Communicate with stakeholders on various issues
- Reporting and documenting every activity to the Manager and Executive Director