

RESEARCH INTERNSHIP

Interested candidates are strongly encouraged to apply early, as applications will be processed on a rolling basis. Applications close 5pm, Thurs, 19 July 2017 (Bangkok time).

The preferred starting date for this position is 15 August 2018, or earlier. Candidates with a background in Atrocity Prevention or Business & Human Rights will be at an advantage.

ALTSEAN-Burma (the Alternative ASEAN Network on Burma), a Bangkok-based human rights group, works with a broad range of organizations from Southeast Asia and beyond, to promote the cause of human rights and democracy in Burma. We have become well known for our campaign and advocacy activities, our publications, and our training programs.

We are looking for a multi-skilled intern to join our research team for 12 months. This role is a demanding one, with a heavy workload and minimal supervision. The intern will therefore have the job title 'Researcher' after their 3-month probation, and will be responsible, alongside other Researchers, for maintaining the output of the research team.

Members of the research team are sometimes required to work weekends, especially those coinciding with the end of month, to meet deadlines for our monthly bulletin. All staff and interns are expected to work a minimum of 40 hours per week, and sometimes work longer hours, especially to meet deadlines.

This position will suit a detail-oriented individual who is committed to accuracy in their work, is able to work under pressure and without supervision to meet deadlines; able to learn quickly and adapt to changing priorities; able to digest a high volume of information and retain the salient points; able to write clearly and coherently on complex subjects; has an excellent standard of written English; is comfortable working in close collaboration with a team of diverse people; able to maintain a sense of humor in their work, and committed to observing the strict security and administrative protocols of the office.

Candidates will be at an advantage if they have any or all of the following: Experience in human rights activism, advocacy, communications and website management; substantial exposure to Burma-related issues, and/or Burmese language skills; relevant academic background. Short-listed candidates will be required to submit a written assignment to assess their writing and editing skills, and their ability to analyze information.

DUTIES:

- Research, write and edit articles for the monthly Burma Bulletin.
- Monitor Burmese and international media and extract key information.
- Research and write briefing papers and reports on Burma for use in national, UN and regional advocacy.
- Draft and edit press releases and open letters.

- Assist with the ALTSEAN-Burma website www.altsean.org and social media presence.
- Attend relevant meetings and communicate with partner organizations, and document such meetings, if required.
- Participate when relevant in training activities.
- Other duties as directed.

TERMS OF CONTRACT

- * Duration of 12 months, 9 months minimum. The successful applicant may be offered a fulltime position, subject to work performance, team dynamics and funding.
- * A three-month probationary period applies to this internship.*
- * 40 working hours per week, excluding public holidays.
- * At least 1 member of the research team is expected to be in the office on a workday. Research team members also take turns to be "on call" on public holidays and weekends, in case of emergency.
- * 12 working days annual leave per 12 months or pro-rata equivalent
- * Monthly allowance of 11,000 Thai baht.
- * Supporting documents will be provided to enable application for a non-immigrant visa before arriving at ALTSEAN. The intern is expected to cover their initial visa-related expenses to Thailand.
- * Reimbursement of up to 10,000 Thai baht for the three month probation period for visa-related expenses, after the intern has begun employment at ALTSEAN.
- * Accommodation in a furnished room at the office or at an apartment used for security storage, depending on availability of either option.
- * Most meals at the office on workdays.

***After satisfactory completion of their 3-month probation and their review meeting to confirm the full internship period, interns will:**

- Be called "Researcher".
- Receive a monthly living allowance of Thai Baht 11,000 and a monthly visa allowance of Thai Baht 12,000 on a cash-in-hand basis. They will be henceforth be responsible for their own accommodation and visa expenses.
- Be able to claim up to Thai Baht 500 per month for approved health expenses (subject to production of receipts for allowed expenditure – medical, dental, medicines, vitamins, contraception, and therapeutic massage).
- Receive a contribution for personal health insurance.

NOTE:

The intern should cover their own travel to and from Thailand to take up this internship. This position may involve travel to conduct or assist with trainings on location along the Thai Burma border and potentially in other nearby countries. In such situations, ALTSEAN-Burma will cover logistics and expenses per the ALTSEAN-Burma Staff Manual.

The intern is required to comply with the ALTSEAN-Burma manual including respect for and adherence to the security precautions of the ALTSEAN-Burma Office.

Our team is made up of people from a broad range of backgrounds; therefore cultural sensitivity is a priority. The ALTSEAN-Burma Office is a non-smoking workplace.

HOW TO APPLY:

Interested individuals should submit applications by email to altsean.recruitment@gmail.com quoting the reference code INT/RES in the subject line.

The application must include:

- * A duly filled Application Form that can be downloaded from <http://www.altsean.org/Jobs.php>
- * A complete résumé / CV. Applications submitted in any other format will not be considered.
- * Short-listed candidates will be assigned a writing and fact-checking exercise as part of the recruitment process.