

## ROLE PROFILE

<b>JOB TITLE:</b>	Asia Officer	<b>REPORTING TO:</b>	Head of Protection
<b>TEAM:</b>	Protection	<b>DATE:</b>	May 2025
<b>LOCATION:</b>	Remote (in Asia)	<b>CONTRACT TYPE:</b>	2 years Fixed-term Contract
<b>WEEKLY HOURS:</b>	Full-time, 35 hours	<b>SALARY:</b>	Grade 6 (Point 1 - €37,430)

### Principal Objective of the Team and Role:

**Team Purpose:** The Protection Team, through Protection Coordinators, Officers and Managers, drive the organisation strategic priorities on behalf of HRDs in each of the countries/regions. The Protection Team is primarily responsible for Front Line Defenders' outreach to human rights defenders (HRDs) at risk, managing and nurturing these crucial relationships through their presence in all the world regions. The team coordinates and directs the protection work in the countries/regions, and hold the strategic overview of the various context and trends. The team is responsible for undertaking rapid advocacy actions (urgent appeals, statements and other advocacy submissions and initiatives) and directing, coordinating and supporting the various holistic protection responses (advocacy, digital, security, visibility, well-being, rest and respite, relocation and grant-making) via close collaboration with the various teams. The Protection Team is also responsible for conducting research on HRD protection trends (annual Global Analysis) and for the secure and accurate recording and storing of HRD related data.

**Role Purpose:** The Asia Officer will support the Protection Team's direct response to human rights defenders at risk in the Asia. This position will involve collaboration with all colleagues working in the region, and in particular close coordination with Asia Protection Coordinators, Protection Manager, Head of Protection and HRD Memorial Coordinator, offering assistance with documentation, research, administrative and logistic duties in relation to Front Line Defender's work with human rights defenders. Responsibilities include, but are not limited to, documentation, verification and research on risks faced by defenders, drafting various briefing papers, reports and appeals, regular update of the Front Line Defenders' database, taking minutes of meetings, direct communication with defenders, coordination with other civil society organizations as well as providing occasional language support through in-house translation if relevant.

### Responsibilities:

#### Protection ( 40% of the time)

- Provide support to the Protection Coordinators in outreach and correspondence with defenders, incl. responding to defenders' queries and following-up on their requests.
- Input HRD-related and case information (case updates, outcomes) to the Front Line Defenders' database and ensure that it is kept up to date.
- Provide coverage for Protection Coordinators when they are on mission, or not available for other reasons.
- Support Protection Coordinators on gathering documentation support for work with human

<p>rights defenders cases;</p> <ul style="list-style-type: none"> <li>• Collaborate with Protection Coordinators on deeping understanding of holistic support to respond to evolving threats in the region, identifying areas and HRDs groups for outreach;</li> <li>• Support the collaboration with other organisations active in the protection ecosystem within the region;</li> </ul> <p><b>Research and Analysis ( 20% )</b></p> <ul style="list-style-type: none"> <li>• Undertake desk research on cases of defenders, situation of HRDs at risk in the region; asisst with gathering and verification of information;</li> <li>• Compile and draft as requested briefings, reports, urgent appeals/updates, statements, or other materials;</li> <li>• Support Protection Coordinators on gathering relevant information on trends relevants for human rights defenders in the region;</li> </ul> <p><b>Internal Collaboration and Communications (20%)</b></p> <ul style="list-style-type: none"> <li>• Close daily collaboration with the regional team (staff working on Asia from different FLD teams), following up on teams response to individual cases;</li> <li>• Contribute to the documentation supporting the annual planning of activities in the region;</li> <li>• Contribute to organizing and documenting regional meetings and calls ;</li> <li>• Support Protection Coordinators and regional team on the development of a Regional Strategy;</li> </ul> <p><b>Administrative (20%)</b></p> <ul style="list-style-type: none"> <li>• Notes taking at meetings with defenders, other organisations representatives and at internal FLD meetings;</li> <li>• Input HRD related information on the FLD database</li> <li>• Assistance with administering production of ID cards for HRDs</li> <li>• Providing logistical assistance for HRDs, including to attend FLD activities</li> <li>• Other comparable duties as may be required by Protection Coordinators, Protection Officer, Protection Managers, including eventual support to other regions.</li> </ul>
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*This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.*

<b>Reporting Structure:</b>	
Directly: N/A	Indirectly: N/A
<b>Key Relationships:</b>	
Internal: Protection Coordinators, Protection Managers/Head of Protection, FJ Fellow, relevant colleagues from the Grants, Advocacy, Capacity Building, Comms and Events and other teams	External: HRDs, NGOs, social movements

**Person Specification**

**Knowledge, Skills & Experience:**

Essential:

- Knowledge of human rights context in Asia region;
- Minimum 3 years of experience working with defenders, civil society from the region on protection and other needs;
- Analytical skills, ability to search for information throughout different sources, verify it and organize into advocacy documents;
- Good writing skills, including the ability to produce high-quality reports and correspondence;
- High level of written and spoken English;
- Good time management, ability to plan and prioritize work on the tasks, and ability to accommodate emergency tasks within the work plan;
- Ability to work independently and as part of the team;
- Good level of political judgment, especially in the context of casework, eg. ability to defend the case based on the analysis of the context and FLD mandate;
- Self drive, initiative and capacity to pro actively support HRDs;
- Ability to manage high-pressure situations while maintaining professionalism and responding to emotionally demanding challenges.

Desirable:

- Direct experience with holistic protection and engagement with HRDs, including digital, physical, risk assessment and well-being
- Working knowledge of one of Asia regional languages;

**Other requirements:**

- Residing in one of the countries of the Asia region, with the legal right to work in the country of residence.
- Ability to undertake travel in the region for the role
- Ability to undertake travel to **Dublin or Brussels for internal meetings**

**Competencies:**

1. Commitment to our Work
2. Responsiveness to HRDs
3. Communication with each other
4. Building Collaborative Working Relationships
5. Exercising good judgment

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