



• We are hiring •

PROGRAM OFFICER



DUTIES & RESPONSIBILITIES

- Project Management: Work in close collaboration with national project partners for implementation of ongoing projects on migrant worker's labour and health rights
- Write project implementation reports for donors, annual reports and funding proposals
- Conceptualize and organize regional activities and strategic planning initiatives
- Coordinate and work for research activities
- Support with capacity building of CARAM Asia members
- Implement plans, projects, programs and policies determined by the organization
- Organize regional and international conferences with participation of multi-stakeholders from relevant government departments & ministries, NGOs, International Organizations, donors and migrant workers victims of violence, etc
- Conceptualize and organize capacity building workshops for participants from various sectors in sending and receiving countries



REQUIREMENTS

- Minimum Bachelor's Degree
- Fully competent in English with excellent writing skills.
- Ability to keep to tight deadlines and possess strong organisational skills.
- Have good interpersonal skills, diligent, open minded, dedicated and must be able to work independently.
- Project management experience will be an asset
- Priority will be given to the candidates with prior job experience in the development sector



GUIDANCE

CARAM Asia will provide the required information, orientation and guidance to the 'Program Officer' for accomplishing the job responsibilities.



SALARY

Reasonable salary with fringe benefits will be paid based on the qualification and prior job experience.

*Please send in your applications together with your curriculum vitae to info@caram-asia.org by 30th April 2023.
Only shortlisted candidates will be notified*