



• 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](mailto:info@caram-asia.org) by 17<sup>th</sup> June 2022.  
Only shortlisted candidates will be notified**