

Job Announcement

Position	IT Consultant – (System Administrator and Web Application Developer)
Location	Bangkok, Thailand
Duration	Starting immediately
Salary	Daily rate (negotiable)
Closing Date	14 November 2025, midnight Bangkok time (UTC+7)
Interview Dates	

About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 86 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with offices in Jakarta, Geneva and Kathmandu.

FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups, and peoples—in particular, the poor, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, intergovernmental organisations and the United Nations for the better promotion and protection of all human rights. FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).

Duties and Responsibilities

Objective of the Assignment

Reporting to the Manager of the Administration Department, the IT Consultant shall

lead and implement information and communications technology (ICT) strategies, systems development, and infrastructure optimization to support the administrative, financial, and operational functions of FORUM-ASIA's Secretariat and regional offices.

Key Responsibilities

- **ICT Planning and Budget Management** Lead ICT planning and budgeting processes in coordination with the Administration and Finance teams, ensuring effective multi-office support for FORUM-ASIA's operations in Bangkok, Jakarta, Kathmandu, and Geneva.
- **Development and Deployment of Digital Platforms** Design and implement a tailored Office Document Automation Platform to improve internal processes for document tracking,

monitoring and evaluation, finance, and administration. The platform leverages Power Apps, Power Automate, Power BI, and SharePoint.

- **Systems Administration and Infrastructure Management** Develop, maintain, and optimise server and web infrastructure, including Office 365 Admin Centre, Azure Active Directory Domain Services (AD DS), Google Workspace Admin, Docker, Portainer, Nginx Proxy Manager (NPM), Pingora, WordPress Multisite, Nextcloud, Hyper-V, Jitsi, and data backup/recovery systems.
- **Cybersecurity and Network Protection** Enhance organisational cybersecurity by implementing secure access systems and network protection measures such as WireGuard VPN, Cloudflare, intrusion detection/prevention systems (IDS/IPS), web application firewalls (WAF), DNSSEC, and enterprise firewalls (e.g., Palo Alto, Ubiquiti).
- **User Support and Incident Response:** Provide responsive on-site and remote IT support to internal staff and member organisations, including during emergency deployments in crisis-affected areas (e.g., Afghanistan and Myanmar). Focus on secure communications and encrypted data sharing using private cloud solutions hosted in Bangkok.
- **Training and Capacity Building:** Develop user-friendly IT training resources and deliver onboarding and refresher sessions to ensure all staff understand and comply with ICT and data security policies.
- **Asset and License Management** Design and maintain an Asset Management System to track and manage software licenses, ICT hardware, telecommunication equipment, CCTV systems, and access control devices, ensuring efficient resource utilization.
- **Event and Technical Support:** Provide technical assistance to programme teams in organizing and implementing national and international events, conducted in on-site, online, and hybrid formats.
- **Other relevant tasks as assigned by the supervisor**

Qualifications and Requirements

- Higher Vocational Certificate (or equivalent) or above in the relevant field.
- At least 7 years of IT work experience
- Proven work experience as a Technical Support Engineer, Desktop Support Engineer, IT Help Desk Technician or similar role
- Hands-on experience with Windows/Linux/Mac OS environments
- Proven ability to manage sensitive and confidential information with discretion and integrity.
- Priority will be given to prospective candidates with permission to work in Thailand

Application Procedure

Interested applicants must submit the following:

- A copy of your completed [Application Form](#);
- A resume and a cover letter (**Both in PDF file**) explaining interest in the position.

Completed applications must be sent by email to FORUM-ASIA at applications@forum-asia.org by **14 November 2025, midnight Bangkok Time (UTC +7)**, stating **“IT Consultant”** in the subject line. Please note that **late applications will not be considered.**

Shortlisted candidates will be invited to an interview (online or face-to-face) in the week of 17 November 2025. The selection process may include a written or practical assessment.