



The Foundation of Asia Pacific Network of Service Workers (APNSW)

มูลนิธิเครือข่ายเอเชียแปซิฟิก เซอร์วิส เวิร์กเกอร์

128/359 Phayathai Plaza, fl.33rd, Phayathai Road, Thung Phayathai, Rachathewi, Bangkok 10400

128/359 อาคารพญาไทพลาซ่า ชั้น 33 ถนนพญาไท แขวงทุ่งพญาไท เขตราชเทวี กรุงเทพฯ 10400

CALL FOR APPLICATIONS: REGIONAL COORDINATOR

APNSW is excited to announce a one-year full-time employment opportunity, with potential for extension, for a dedicated and highly motivated individual to lead our team in Bangkok, Thailand as the APNSW Regional Coordinator.

The successful candidate will be responsible for managing the staff and overseeing all donor programs. The APNSW Regional Coordinator is responsible for ensuring the priorities identified by the APNSW Management Committee are addressed each year in line with the APNSW Strategic Plan, this includes ensuring communication and engagement with APNSW members to inform advocacy and strengthen organizational capacity; and supporting the development of emerging sex worker leaders to advocate for their human rights at local, national, regional, and global levels.

The APNSW Regional Coordinator will also be responsible for liaising with other regional and global networks relevant to the mission of APNSW, donors, UN agencies, and other relevant stakeholders.

Please refer to the attached Terms of Reference for full details.

Position: Regional Coordinator

Organization: The Foundation of Asia Pacific Network of Service Workers (APNSW)

Contract Duration: 1 year (with potential for extension)

Location: APNSW office, Bangkok, Thailand (with travel required)

Supervisor: APNSW elected President or other representative from the Management Committee and the Foundation board

Supervision responsibility for: All APNSW staff and consultants

Key Duties and Responsibilities:

Accountable to the APNSW Management Committee, APNSW membership and constituency, the Regional Coordinator is responsible for fulfilment of the organizational purpose and management of all operational aspects of the organization.

This includes: **Governance and Strategy; People and Culture; Organizational Processes; Stakeholder Relationships; Advocacy, Policy and Research; Program Management and Reporting; Fundraising and Financial Sustainability; and Communications and Representation.**

APNSW is an equal opportunity employer. Sex work experience, past or current is a requirement of this position. We welcome and encourage applications from people of all genders, races, ethnic origins, religions, abilities, and sexual orientations.



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Please note that the employment is subject to APNSW's terms and conditions of employment, and all work undertaken within APNSW remains the intellectual property of APNSW.

If you are a motivated, hardworking individual who believes in our cause and is looking for a challenging and rewarding career opportunity, we encourage you to apply.

Note: Women including trans women with sex workers background are highly encouraged to apply for this position

Interested candidates should fill in an application form attached below (from page 6 onwards) or request the application form from the APNSW at admin@apnsw.net.

Interested candidates should send an application form attached with cover letter and resume via email to admin@apnsw.net no later than February 6th, 2025.

Applications will be reviewed as they are received on a rolling deadline, and shortlisted candidate will be interviewed as soon as possible.

We thank all applicants for their interest. However, only candidates selected for an interview will be contacted.

For more information about APNSW, including the current Strategic Plan, please visit our website at www.apnsw.net



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TERMS OF REFERENCE (ToR)

Position: APNSW Regional Coordinator

Contract Duration: 1 year (with potential for extension)

Location: APNSW office, Bangkok, Thailand (with significant travel required)

Salary range: 93,200 – 149,600 THB with Thai Social security and other organizational benefits

Supervisor: APNSW elected President or other representative from the Management Committee and the Foundation board

Supervision responsibility for: All APNSW staff and consultants

Organization introduction:

The Asia Pacific Network of Sex Workers (APNSW) is a regional sex worker-led network of member organizations committed to the advancement of sex worker rights in the Asia Pacific. Established in 1994 and registered as a Thai Foundation under the name 'Asia Pacific Network of Service Workers (APNSW)' in 2015. APNSW serves as a forum for sex worker-led organizations across the region to work collectively to advance the human and labor rights of sex worker rights.

With its regional Secretariat based in Bangkok, Thailand, APNSW membership is open to all national sex worker-led networks, sex worker-led organizations, cooperatives, unions, and collectives across the Asia Pacific region.

APNSW is grounded in the belief that human rights movements yield the greatest and most sustainable changes when built upon the principles of community leadership, inclusivity, and the practice of intersectionality. As a regional network, APNSW realizes its commitment to these core values through the facilitation of community empowerment, capacity building and leadership development programming which aims to strengthen sex worker-led organizations and build sex workers' organizing skills and center the leadership of sex worker communities within diverse human rights movements at all levels.

APNSW aims to establish the Asia Pacific as a region which recognizes sex work as legitimate work and where sex worker communities enjoy full access to, and protection of, their human and labor rights. APNSW's strategic efforts seek to address the following four priority areas: 1) Legal Rights, including the decriminalization of sex work; 2) Rights-based approach to HIV policy and programming; 3) Realizing the Sexual and Reproductive Health and Rights of Sex Workers; and 4) Addressing Violence Against Sex Workers.

Position Description:

Accountable to the Management Committee, APNSW membership and constituency, the Regional Coordinator is responsible for fulfilment of the organizational purpose, achievement of strategic objectives and management of all operational aspects of the organization.



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This includes:

Governance and Strategy – Ensure transparent governance of the organization through annual elections and regular meetings with the APNSW Management Committee (MC). Ensure implementation of organizational strategy in line with the priorities set by the MC, and the fulfilment of objectives and compliance with relevant legislation, regulation, funding agreements and risk management principles.

People and Culture – Strengthen organizational capacity and manage the employment, direction, development and support of staff and consultants.

Organizational Processes – Develop, strengthen, and implement innovative organizational policies and processes in the areas of membership engagement, Program planning, monitoring and evaluation, and continuous quality improvement.

Stakeholder Relationships - Build and grow relationships with APNSW members and other sex worker-led organizations, including the global and other regional sex worker-led networks. Strengthen and deepen relationships with donors, UN agencies, other allied regional networks, and human rights organizations, including within the women’s movement.

Advocacy, Policy and Research - Develop organizational capability to engage APNSW members and the sex worker community in producing high quality policy submissions, research and reports to support local, national, regional and global advocacy work.

Management and Reporting - Develop and adhere to management and reporting systems approved by the MC and ensure efficient and timely organizational management, including budgetary management, compliance with Thai regulations, risk management, and finance and activity reporting to donors.

Financial Sustainability – Identify potential donors and develop funding proposals in line with the APNSW Strategic Plan to ensure the sustainability of the organization.

Communications and Representation- Present a professional, trusted, representative voice for sex workers in the Asia Pacific region in stakeholder engagement, communications, media interactions, submissions, presentations, meetings and events

Key Requirements:

Applicants must openly identify as a sex worker, as they will be acting as the spokesperson for a sex worker-led regional network.

1. Comprehensive knowledge of the sex worker’s rights movement and the issues affecting sex workers in Asia Pacific region.
2. Understanding, commitment, and experience of promoting the human rights of sex workers, including sexual and reproductive health and rights and a rights-based response to HIV and addressing stigma, discrimination, and violence within the context of sex work.
3. An in-depth understanding of practices, policies, and legislation impacting upon sex worker-led organizations, and rights-based health and human rights programming for sex workers of all genders and in all their diversity.



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4. Demonstrable leadership skills, with the ability to organize and engage with APNSW members and motivate both staff and consultants.
5. At least three years' experience in Program management within community-led organizations or networks with a focus on human rights and health.
6. Experience in managing, effectively supervising and supporting a diverse team of staff and consultants, both in the Bangkok Secretariat Office and remotely.
7. High level proficiency in using Microsoft Office software, including MS Word, Excel, and PowerPoint, as well as project management tools.
8. Experience developing concept notes and funding proposals.
9. Experience in developing and managing both organizational and project budgets, overseeing organizational finances, tracking expenditure against donor budgets, and overseeing financial reports to donors.
10. Experience in developing, implementing, monitoring, and evaluating projects, working on own initiative, managing own time and workload effectively to meet demanding deadlines
11. Strong communication skills with diverse individuals and organizations, including experience in writing, communicating, and presenting for international audiences at a variety of levels. Applicants must be able to read, write, speak, and understand English.
12. Experience working within a multi-lingual environment, providing appropriate language support, and working with groups and individuals whose first language is not English.

Application Process:

Interested candidates should *fill in an application form* attached below (from page 6 onwards) or *request an application form* from the APNSW at admin@apnsw.net. **Application forms with cover letter and resume must be submitted to the APNSW by February 6th, 2025.** Application will be reviewed as they are received on a rolling deadline. Please send in your application as soon as possible and note that only shortlisted candidates will be contacted for interviews.

APNSW is an equal opportunity employer and encourages individuals from diverse backgrounds, including but not limited to those from the LGBTQ+ community, persons with disabilities, and people from culturally diverse backgrounds to apply.



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CONFIDENTIAL

Applicant Reference No:

Personal Details and Declaration Form

APPLICATION FOR THE POST OF

PERSONAL DETAILS

FULL NAME:	
ADDRESS:	
POSTCODE:	

TELEPHONE

LANDLINE:		MOBILE:		SKYPE:	
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EMAIL ADDRESS:	
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APPLICANT DECLARATION

I declare that to the best of my knowledge and belief the information I have given on the application form is true. I confirm to the best of my knowledge there are no medical or other reasons which would prevent me from undertaking the duties of this post. I understand that to have knowingly given false information could lead to the withdrawal of any offer or may result in termination of contract if service has commenced.

Signature:

Date:

Once you have completed the application form please print out, sign and scan this declaration form and email with your completed application form.

Email to admin@apnsw.net with **RECRUITMENT** in the subject line.

NB The first 3 pages of this form will be removed prior to short listing



References Form

Please give names and addresses of two referees who can speak for your competence to fulfil the requirements of the post. References will only be taken up for shortlisted applicants.

If you do not want us to contact your present employer prior to interview you must provide a third referee who we can contact prior to interview.

May we contact your present employer prior to interview?

Yes

No

Referee 1: Present or last employer	
NAME :	
ADDRESS :	
TELEPHONE CONTACT NO. :	
EMAIL ADDRESS :	
OCCUPATION :	
RELATIONSHIP TO YOU :	
Referee 2:	
NAME :	
ADDRESS :	
TELEPHONE CONTACT NO. :	
EMAIL ADDRESS :	
OCCUPATION :	
RELATIONSHIP TO YOU :	
Referee 3: only complete if you do not want us to contact your current employer prior to interview	
NAME :	
ADDRESS :	
TELEPHONE CONTACT NO. :	
EMAIL ADDRESS :	
OCCUPATION :	
RELATIONSHIP TO YOU :	

NB The first 3 pages of this form will be removed prior to short listing



Equal Opportunities Monitoring Questionnaire

APNSW is committed to equality of opportunity in employment. Applicants will not be treated less favourably on the grounds of gender, disability (incl. HIV status), ethnic origin, sexual orientation, involvement in sex work, age, nationality, marital status, responsibility for dependants or religious or political beliefs. In order to monitor the effectiveness of our Equal Opportunities Policy, we ask all applicants to provide the information requested below. This information will be held in strictest confidence and will not be seen by the selection panel. It will in no way affect the outcome of your application. The information will be anonymised and held on a computerised database and is subject to the provisions of the Data Protection legislation.

This questionnaire is not mandatory.

APPLICATION FOR THE POST OF

HOW DID YOU HEAR ABOUT THE POST?

GENDER

FEMALE MALE TRANSGENDER
OTHER

DO YOU CONSIDER YOURSELF TO BE DISABLED?

YES NO

HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN? (Ethnic origin refers to colour and broad ethnic group, not nationality, place of birth or citizenship.)

HOW WOULD YOU DESCRIBE YOUR SEXUAL ORIENTATION?

BISEXUAL GAY HETEROSEXUAL
LESBIAN OTHER

HOW WOULD YOU DESCRIBE YOUR INVOLVEMENT IN SEX WORK?

WORKED AS A SEX WORKER WORKED IN SEX INDUSTRY NO PREVIOUS INVOLVEMENT

OTHER (please specify)

AGE: YEARS OLD

NATIONALITY:

DEPENDENTS

YES NO

NB The first 3 pages of this form will be removed prior to short listing



The Foundation of Asia Pacific
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(APNSW)

Applicant Reference No:

Employment Privacy Notice

Purpose: We process the personal data of applicants for employment for the purposes of enabling fair and lawful recruitment.

We process the personal data of employees and contractors who undertake work for APNSW for the purposes of managing employment and other workplace activities, as well as maintaining the safety and security of persons and premises.

Legal Basis: The legal basis for processing this data is necessary for performance of contract

Recipients of Data: The data will be processed by APNSW. This data will not be passed to a third party or transferred outside of Thailand.

Retention Period: For successful applicants the data will be held for 7 years as required by APNSW donors, for unsuccessful applicant's data will be held for 12 months in line with our data retention policy.

Your rights: Your core rights as a data subject apply to this processing (including data portability). This data will not be used in automated decision –making.

Is it obligatory to supply this data and what are the consequences of not supplying the data: Yes, the supply of certain categories of personal data (for example address) must be supplied for these purposes. If you are unable to supply this personal data, you may not be able to work for APNSW.



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Applicant Reference No:

Application Form

Please complete this form in black ink and email your completed application including your signed Declaration to admin@apnsw.net

APPLICATION FOR THE POST OF

Regional Coordinator

PERSONAL DETAILS

Personal details such as name, address and age have been intentionally omitted from this part of the application form. This is to ensure that your application will be shortlisted only on the basis of your experience, skills and qualifications relevant to the above post.

Your application will be identified by the applicant reference number at the top of this form. Please ensure that you fill in your personal details and signed declaration form, references form and the equal opportunities monitoring form, none of which will be examined by the selection panel until after applicants have been shortlisted for interview.

PLEASE DO NOT WRITE YOUR NAME ON ANY ADDITIONAL SHEETS YOU ATTACH TO YOUR APPLICATION.

Employment

NAME AND ADDRESS OF LAST OR CURRENT EMPLOYER:

JOB TITLE:

SALARY DETAILS:

DATES EMPLOYED

FROM:

TO:

GIVE A BRIEF DESCRIPTION OF YOUR DUTIES:



The Foundation of Asia Pacific
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Applicant Reference No:

EMPLOYMENT HISTORY: please specify dates of each post held

EMPLOYERS:	POST HELD AND MAIN DUTIES:	DATES:

GIVE DETAILS AND DATES OF ANY VOLUNTARY WORK YOU HAVE DONE OR RELEVANT LIFE EXPERIENCE: Maximum 1 page



The Foundation of Asia Pacific
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(APNSW)

Applicant Reference No:

Why do you want to work with APNSW?



The Foundation of Asia Pacific
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(APNSW)

Applicant Reference No:

Education and Training Please provide details of any qualifications and/or training courses attended relevant to the post and the dates obtained. **Maximum 1 page.**



What do you think you would bring to this post and the organisation?

Describe how you think your experience matches the key requirements as set out in the Terms of Reference for this post. **Maximum of 2 pages.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.



The Foundation of Asia Pacific
Network of Service Workers
(APNSW)

Applicant Reference No:

A large, empty rectangular box with a thin black border, occupying the majority of the page, intended for an applicant reference number.



The Foundation of Asia Pacific
Network of Service Workers
(APNSW)

Applicant Reference No:

Experience / Skills Please describe any other experience and skills you feel you would bring to this post, focussing on the main responsibilities outlined in the Terms of Reference.



The Foundation of Asia Pacific
Network of Service Workers
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Applicant Reference No:

Other comments or relevant information in support of your application.

(MAXIMUM OF 1 ADDITIONAL PAGES OF INFORMATION ALLOWED)

(Optional) send a CV in support of your application.