



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

**มูลนิธิเครือข่ายเอเชียแปซิฟิก เซอร์วิส เวิร์คเกอร์**

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

128/359 อาคารพญาไทพลาซ่า ชั้น 33 ถนนพญาไท แขวงทุ่งพญาไท เขตราชเทวี กรุงเทพฯ 10400

## **Vacancy Announcement: Program Manager** ***Term of Reference***

Employment basis: Full-time

Contract: to 31 December 2024 (potentially ongoing pending funding)

Salary: USD2,200 – 2,400 per month (equivalent to 80,000 – 88,000 THB approx.)

Location: Asia Pacific Regional Office, Bangkok, Thailand

### **Introduction**

APNSW is a regional network of sex worker led organizations representing female, male and transgender sex workers from 48 members from 23 countries across Asia-Pacific Region. The main mission of APNSW is;

- To represent, mobilize and empower communities of female, male and transgender sex workers in the Asia & Pacific region
- To promote and protect the human rights of sex workers in the Asia & Pacific region
- To support decriminalization of sex work in the Asia & Pacific region by upholding their voices through ensuring meaningful participation in National, Regional and International policy and program related forums.

### **POSITION OBJECTIVE:**

The Program Manager will support the new leadership in APNSW and will play a key role in the daily management and implementation programs including, the Foundation for a Just Society (FJS), Red Umbrella Fund (RUF) and Women Fund Asia (WFA) programs in the region. The Program Manager will perform under the supervision of the APNSW Regional Coordinator and will work closely with other APNSW staff including program, communications, administration and finance officers. These programs involve capacity and leadership development; managing APNSW regional activities as well as the national level implementation of activities by partner member organizations; convening and conducting national and/or regional consultations; and the provision of technical support. The position requires good communication, management as well as excellent organizational skills to ensure that the program is implemented and managed according to best practices.

### **KEY RESPONSIBILITIES:**

- Oversee implementation of the FJS, RUF and WFA in all the countries involved, ensuring daily program management and coordination of activities.
- Manage performance indicators and contractual outcomes for the FJS, RUF and WFA projects, including assistance in preparing periodic reports and acquittals to funding bodies and the APNSW Management Committee.
- Provide technical support for reporting at country level.
- Coordinate with the APNSW Finance Unit to ensure reporting requirements are following the donor/project agreements.
- Monitor the project activities and project implementation processes and regularly update the project monitoring and evaluation.
- Represent APNSW at relevant meetings at the request of the Regional Coordinator.
- Connect and liaise with country partners and other relevant organizations.



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- Conduct all duties whilst ensuring adherence to the organization's policies, procedures, mission, vision, and core values.
- Model ethical, respectful, and accountable behaviors; and
- Perform any other duty as directed by the Regional Coordinator.

#### Program support:

- Provide updates and detailed information on project implementation to APNSW secretariat staff and MC.
- Support the organization of regional and national meetings needed for the implementation of the projects.
- Assist in documenting designated domestic and regional project results.
- Provide day-to-day management and coordination of program activities.
- Provide technical advice in communications, implementation and reporting and guide national program staff to enhance their skills; and
- Additional tasks at the request of the Regional Coordinator

#### Public events:

- Attend selected conferences, meetings, or forums to promote APNSW and its members, as necessary and/or at the request of the Regional Coordinator

#### Internal and External communication:

- Liaise regularly with the Regional Coordinator and Finance Officer and report on progress to the Regional Coordinator.
- Liaise with National member organization staff and project consultants to achieve project goals

#### Key Requirements: Experience & Qualifications

- Individual identified as one of the key populations is highly preferred for this position;
- Experience and/or demonstrated capacity in managing grants at national and/or regional level.
- Expertise in project planning, and capacity building.
- Relevant experience in managing or coordinating a sex worker organization/project or other community-led organization.
- Experience or demonstrated capacity to work with sex workers in different settings, or of differing languages and cultures.
- Knowledge on sex work, HIV, and the situation of sex workers in the Asia & Pacific region.
- Demonstrated high-quality writing, editing, communication and proofreading skills. (Other languages are an asset);
- A motivated self-starter with an ability to work independently and meet tight, competing deadlines without compromising the quality of outputs.

#### To Apply

Interested candidates should send an application form attached with this TOR, cover letter and résumé via email by 5pm Bangkok time, 25<sup>th</sup> July, 2024 to [apnsw.adm@gmail.com](mailto:apnsw.adm@gmail.com)

Selected candidates will be contacted for an interview by the 1<sup>st</sup> of August, 2024.



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## APNSW Equality Policy

APNSW seeks to encourage equality and equity, respect diversity and minimise the risk of discrimination within the organisation. These values are applied to all APNSW operational practices. It is important that all stakeholders understand and respect the APNSW operational practices and the values that underpin them.

APNSW is committed to affirmative action around recruitment of sex workers at all levels within the organisation. APNSW's affirmative action employment policy will prioritise sex workers who are competent to do the work over non-sex workers who also meet the eligibility requirements.

The policy's purpose is to:

- ensure equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- ensure no unlawful discrimination on the grounds of protected characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, severance, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

APNSW commits to:

- encourage equality and diversity in the workplace.
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes raising awareness with all employees about their rights and responsibilities under the equality policy. Responsibilities include all staff conducting themselves in such a manner to ensure the organisation provides equal opportunities in employment, and prevents bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, members, suppliers and the public.

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, consultants, members, management committee and board members and other stakeholders in the course of the APNSW's work activities. All allegations regarding potential breaches of policy will be treated with confidence and investigated in line with the APNSW investigation procedure.

For employees, any breach of this policy will be dealt with as misconduct under the APNSW's grievance and disciplinary procedures, and appropriate action will be taken. Particularly serious grievances, if upheld



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on investigation, will amount to gross misconduct and lead to dismissal without notice.

For non-employee's including consultants wishing to lodge a complaint they should follow APNSW complaints procedure.

APNSW recognises that sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations and commits to cooperating with any criminal proceedings.

- encourage all employees to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities.
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under Thai legislation) and where previously mentioned affirmative action around employing sex workers is appropriate for a regional sex worker-led network.
- review employment practices and procedures when necessary to ensure fairness, and ensure they are updated to take account any changes in the law.
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in this equality policy.

APNSW will complete an ethnic monitoring form after each round of recruitment. Monitoring will also include assessing how the equality policy is working in practice, it will be reviewed annually, and actions taken to address any issues requiring consideration.

### **When Does this policy apply?**

This policy applies to all conduct in the workplace and outside of the workplace that is related to work (including meetings and social events) or which may impact on APNSW's reputation (eg expression of views on social media which breach this policy).

### **Supporting this Policy**

This policy is fully supported by APNSW management committee and members.



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## CONFIDENTIAL

Applicant Reference No:

### Personal Details and Declaration Form

APPLICATION FOR THE POST OF:  
PROGRAM MANAGER

#### PERSONAL DETAILS

<b>FULL NAME:</b>	
<b>ADDRESS:</b>	
<b>POSTCODE:</b>	

#### TELEPHONE

<b>LANDLINE:</b>		<b>MOBILE:</b>		<b>SKYPE:</b>	
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<b>EMAIL ADDRESS:</b>	
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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  
email to [apnsw.adm@gmail.com](mailto:apnsw.adm@gmail.com) with **RECRUITMENT** in the subject line.

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



## References Form

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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.

<b>Referee 1:</b>	
NAME :	
ADDRESS :	
TELEPHONE CONTACT NO. :	
EMAIL ADDRESS :	
SKYPE NAME :	
OCCUPATION :	
RELATIONSHIP TO YOU :	
<b>Referee 2:</b>	
NAME :	
ADDRESS :	
TELEPHONE CONTACT NO. :	
EMAIL ADDRESS :	
SKYPE NAME :	
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?

WORK/WORKED AS A SEX WORKER

WORK/WORKED IN SEX INDUSTRY

NO PREVIOUS INVOLVEMENT

OTHER (please specify) .....

**AGE:** \_\_\_\_\_ **YEARS OLD**

**NATIONALITY:**

### MARITAL STATUS

CO-HABITING

DIVORCED

MARRIED/CIVIL PARTNERSHIP

SINGLE

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**Applicant Reference No:**

## **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 the Asia and the Pacific.

**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 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.



## Application Form

Please complete this form in black ink and email your completed application to [apnsw.adm@gmail.com](mailto:apnsw.adm@gmail.com)

APPLICATION FOR THE POST OF **Project Manager**

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### 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 fit with APNSW 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 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.**

### Experience / Skills

Describe how you think your experience and skills will enable you to undertake the **tasks** listed in the Terms of Reference, **address each key responsibility separately.** (Maximum 500 words)

Please give your answers to the listed Experience & Qualifications in the Terms of Reference, **address each key requirement separately.** (Maximum 500 words)

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