

**Position:** Programme Associate-Central Asia

The Asian Forum of Parliamentarians on Population and Development (AFPPD) is a coordinating body of standing committees of parliamentarians on population and development/ health and social affairs from 25 parliaments of Asia, Pacific and Central Asia. It engages parliamentarians and other elected representatives in ICPD (International Conference on Population and Development) plan of action to achieve sustainable development and address issues such as family planning, reproductive and maternal health, HIV/AIDS and harm reduction, human trafficking, migration, status of women and violence against women.

AFPPD informs, educates, motivates and involves parliamentarians to be real agent of change and has highest consultative status 'General' with UNECOSOC.

**Roles and Responsibilities:**

Under the supervision of the Executive Director of AFPPD, the Program Officer-Central Asia will work as a member of the AFPPD team to assist in all aspects of programme management for Parliamentarian Capacity Development Programme and responsible for regular contact of Outreach Programme with various partners including government agencies, NGOs, International NGOs, UN agencies, Donors, Funding Agencies, private sector in Central Asia.

**Duties and Responsibilities:**

- Main responsible for day-to-day management and coordination of meetings and other events in English and Russian.
- updating electronic information in Russian.
- translating and preparing AFPPD e-news, newsletter, and other publications in Russian
- Act as supporting facilitator during meeting or training session organized by AFPPD.
- Oversea regular communication of the organization as well as directly liaise with registered participants, resource persons, invited guest speakers, trainers, facilitators and lecturers during meeting or training courses in Russian.
- Responsible for the development of materials including booklet, brochures, pamphlets, and others on population and reproductive health related issues in Russian.
- Manage the production of abstracts and papers for the meeting in Russian.
- Responsible for drafting project, work programme, budget plan and necessary report documents on development issues, especially on population and reproductive health in English and Russian.
- Preparation for the progress reports as well as semi-annual reports in Russian

**Qualifications:**

- Male or female age not over 40 years old
- Relevant degree (Post graduate with minimum 3-5 years of experience), preferably in International Development, Population and Development, other social related fields.
- Relevant experience and knowledge in development particularly training and capacity building is advantage.
- Strong coordination and interpersonal communication skills
- Good organization, paying attention to detail and accuracy.
- Responsive to changing circumstances and adaptable at short notice
- Fluency in oral and written **English and Russian** with drafting & editing skills on population and development issues.
- Good computer skills in MS Office application software, internet browsing, etc.

Interested candidates are requested to submit Letters of application including curriculum vitae with **expected salary**, a recent photograph and the names, affiliations, addresses and telephone numbers of three referees to:

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