

Do you feel passionately about the rights of women and girls to control their own bodies and lives? Do you believe in the right to obtain a safe abortion? Do you want to join a dynamic team and make a difference??

The **Asia Safe Abortion Partnership (ASAP)** seeks an **Assistant Coordinator**

ASAP is a regional network in Asia advocating for women's right to safe abortions. We provide a forum for experience sharing, learning and advocacy for our members. Our membership includes activists, advocates, lawyers, doctors, programme persons, students, journalists and others working towards this goal. We have members across 15 countries in South Asia, South East and Central Asia, and the Middle East.

For more information about our work, please see

Website: <http://www.asap-asia.org/>

Blog: <http://asap-asia.org/blog/>

Facebook: <https://www.facebook.com/AsiaSafeAbortionPartnership>

Twitter: <https://twitter.com/asapasia>

Job description: The role of the Assistant Coordinator is to provide planning and management support to the development, implementation and evaluation of effective, timely and appropriate projects and programmes.

This position is open only to candidates living in India.

Qualifications and experience:

- Minimum 5-8 years' experience in a management role ideally with a regional or international organization but this can be flexible depending on the candidate.
- A minimum of a Masters degree in relevant disciplines.
- In depth understanding of SRHR, gender, feminism, and human rights and knowledge and familiarity with safe abortion discourse in the Asia Pacific region.
- Excellent written, verbal and presentation skills (fluency in English is essential)
- Energetic, flexible, collaborative, proactive, sense of humor; a team leader who can positively and productively impact both strategic and tactical programme initiatives
- Excellent judgment and creative problem solving skills including negotiation and excellent project and human resource management skills; ability to lead influence and engage direct and indirect reports and peers.
- Self motivated, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical programme initiatives.
- Personal qualities of integrity, credibility, and a commitment to and passion for ASAP's mission and safe abortion movement.
- Willingness to travel.

Personal Attributes

- Self-regulating and highly motivated, with an ability to maintain deadlines and be organized.
- Deep commitment to the goal and vision of the network
- Ability and flexibility to travel within the region.
- Ability to work collaboratively with a high performing team.
- Capacity to learn from experience, to generate new and practical ideas, to

listen, and to work with others to shape emerging issues.

- An abundance of energy, intellectual curiosity and a sense of humor!
- The salary is negotiable based on qualifications and experience. This is a full-time position, however under some circumstances part-time can be negotiated
- We maintain a virtual office and working from a home office is encouraged. Part time option could be negotiated with suitable candidates.

You will learn, travel, engage with some amazing people and have a rich and satisfying experience in contributing to a very challenging field of work!

To Apply

Please email your resume and cover letter **by October 20th 2019** detailing your interest in this position to garimas26@gmail.com

Your application should respond to these questions:

1. Please send us a brief write up of 150 words on the issue of safe abortions for the youth in Asia, including your perspective on this.
2. Please let us know if you are able to travel for meetings, at least once in a quarter.
3. Please let us know your salary expectations in INR per month.