**Application form for the position of Programme Officer Communications at the Global Alliance Against Traffic in Women**

Deadline for applications: **3 April 2023, 09:00 am Bangkok time (ICT)**

**Please send the filled form to** [**gaatw@gaatw.org**](mailto:gaatw@gaatw.org) **with the subject Programme Officer Communications**

Your responses to the questions in this form will play an important role in our assessment of your application, so please take some time to think about them. We are committed to the professional development of our staff so that they can improve their skills, performance, and capacity. Therefore, if you do not have extensive experience in some of the areas identified below, you can share your views about how that aspect of the work *should be* implemented. We are interested in your skills and thinking and not only your work experience.

## 1. Personal information[[1]](#footnote-1)\*

Name (first last):

Short name (optional):

Preferred pronouns (optional):

Email:

Telephone number (including country code):

Current city and country:

Are you able to relocate to Bangkok to take up this position, tentatively, from June or July 2023?:

# 2. Motivation, skills, and abilities

**a. What are your reasons for applying for this position? What motivates you in working for GAATW and what do you think you can contribute to our work?** (Please limit your answer to around 300 words)[[2]](#footnote-2)\*\*

**b.** Part of your work will involve analysing information about migration, human trafficking, and women’s rights. **What do you see as some of the challenges that women migrants and victims of trafficking face in exercising their rights?** You can focus on one or more regions or globally (max. 500 words)

**c. What do you see as some of the solutions to these challenges?** You can focus on one or more regions or globally (max. 500 words)

**d.** Part of your work will involve communicating GAATW’s analyses and positions through articles, op-eds, press releases, or blogs. **Please describe your experience in preparing such communication materials related to women’s rights, migration, human trafficking, sex work, and other human rights and social justice issues.** You don’t need to provide samples of your work here; these are requested further down in the form. (max. 200 words)

**e.** GAATW communications are directed at diverse audiences who may have different levels of familiarity with the subject matter, such as civil society organisations, media, academics, UN agencies, policymakers, and the general public. **Please describe the communication style(s) and potential ethical concerns that you think should be considered when communicating for different audiences** (for example, related to terminology, context, length, use of images and graphics, use of real-life stories, and others). (max. 200 words)

**f.** Your work will involve interactions with other GAATW Secretariat staff as well as members, partners, Board, and other stakeholders all of whom come from different national, social, educational, and other backgrounds. **Please share one or two examples, which illustrate how you interact with people from different cultures, countries, educational levels, occupations, etc. How do you ensure respectful interaction and cooperation?** (max. 200 words)

**g.** **Optional: Any additional information that you would like to share with us to support your application?** (max. 100 words)

# 3. Education, employment, and other previous experience

1. **Present and previous occupations** (please list only work experience relevant to this position. Add rows as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name and  city, country (please start with current/most recent)** | **From/to (month year)** | **Position held including brief description of your duties** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |

1. **Education** (including training courses)

|  |  |  |
| --- | --- | --- |
| **Name of school, college and/or university, or training institution** | **From/to** | **Qualifications obtained** |
|  |  |  |
|  |  |  |

1. **Languages**

|  |  |
| --- | --- |
| **Language** | (Use your own assessment and indicate one of: poor, good, excellent, or mother tongue. Add rows as necessary) |
| **English** |  |
|  |  |

1. **Other relevant experience** (i.e., other activities that tell us about your skills and interests such as past or current volunteer work, membership of associations, passions, etc.)
2. **Please provide two or three writing samples of your work. These should preferably be published, short (blog or op-ed style) pieces.**

Sample 1: (insert link)

Sample 2: (insert link)

Sample 3, optional: (insert link)

If your work has not been published, please add your writing samples as attachments to your email and describe them here:

Attachment 1: (description)

Attachment 2: (description)

Attachment 3, optional: (description)

1. **References**

Please share the details of two people who can attest to your character and work. Referees should be unrelated to you and should know you in a professional/academic capacity only. Referees’ information will remain confidential; we will only contact them with your permission.

*Referee 1*

First name last name:

Contact email:

Phone number (optional):

Relationship to you:

*Referee 2*

First name last name:

Contact email:

Phone number (optional):

Relationship to you:

**By sending this form, you declare that the information provided here is accurate and genuine at the time of writing.**

If there are any changes to your personal information, please communicate them by email to GAATW-IS (gaatw@gaatw.org) as soon as possible.

Please send the filled form, along with attachments of your writing sample (only if you can’t provide links to online publications) to [gaatw@gaatw.org](mailto:gaatw@gaatw.org) by 3 April 2023, 09:00 Bangkok time (ICT) with the subject line: Programme Officer Communications. **Do not send your CV!**

If you have any questions, please send them to [gaatw@gaatw.org](mailto:gaatw@gaatw.org).

Only shortlisted candidates will be contacted.

1. \* This information is collected by the Global Alliance Against Traffic in Women (GAATW), registered as Alliance Against Traffic in Women Foundation, established under Thai law with permit number 151/2543 and with official seat at 191/1, Soi Watmaipiren, Bangkok Yai, 10600 Bangkok, Thailand, phone: +6628641427, email: [gaatw@gaatw.org](mailto:gaatw@gaatw.org), website: [http://gaatw.org](http://gaatw.org/). Your personal information is collected for the purposes of recruiting a Programme Officer Communications at GAATW. None of the information provided here will be shared with anyone outside of GAATW. This application form will be stored on a computer located in the GAATW office and will be deleted after the recruitment process is complete. [↑](#footnote-ref-1)
2. \*\* The indicated word count throughout the form is recommended. If you absolutely must, you can use more words. [↑](#footnote-ref-2)