

## **JOB TITLE**

**Asia Justice Coalition Fellow: Campaign and Advocacy, AJC Secretariat**

**LOCATION:** Global/remote

**DURATION:** May 2021 – December 2021 (8 months)

## **PROGRAMME**

### **Asia Justice Coalition**

The Asia Justice Coalition is a network of organizations whose purpose is to promote justice and accountability for gross violations of international human rights law and serious violations of international humanitarian law in Asia, and to contribute to the fulfillment of the rights of victims and their families.

Working together based on foundational principles of collaboration, complementarity, independence and transparency, the members of the coalition include Amnesty International, Asia Justice and Rights, Burma Human Rights Network, Burmese Rohingya Organisation UK, Centre for Peace and Justice Studies (BRAC University), Centre for Policy Alternatives, Human Rights Watch, the International Commission of Jurists, Legal Action Worldwide, Global Justice Centre and the Global Centre for the Responsibility to Protect.

## **JOB PURPOSE**

To further the campaign and advocacy initiatives of the Asia Justice Coalition (AJC) for its members, and assist the Head of the AJC secretariat to this end

## **WORKING RELATIONSHIPS**

Reporting to: Head, AJC secretariat

### **I. MAIN RESPONSIBILITIES**

- The post holder plays a key role in ensuring the AJC achieves its goals by the effective and efficient management of the work of the Head, AJC secretariat and key stakeholders.
- Under the direction of the Head, AJC, the Coordination fellow will:
- Develop and deepen understanding of the various civil society actors in the context of justice and accountability in Asia, and the various international justice initiatives taking place, in particular in relation to Myanmar
- Keep updated and report on developments relating to various international justice institutions including the ICC, ICJ, IIMM, universal jurisdiction cases etc.
- Assist in the coordination with members of the AJC in relation to campaigns and advocacy, including preparation of materials, statements etc.
- Assist with the research and preparation of materials, including researching, drafting, formatting, proof reading, coordinating, and distributing materials.
- Exercise highest level of discretion through managing the exchange of confidential, sensitive or contentious information both internally and externally in a professional manner. At all

times ensures the highest level of confidentiality related to individuals and work across the organization.

- Willingness to take on ad-hoc support tasks to support the AJC secretariat members as deemed appropriate by the AJC secretariat head.

## **II. SKILLS AND EXPERIENCE**

- 3 – 4 years experience in civil society organization
- Master's degree in human rights/ policy or equivalent, or law degree
- Strong coordination and networking skills, in particular relating to human rights and humanitarian issues
- Ability to understand the details of legal developments relating to international justice and human rights
- Excellent communication skills and ability to liaise with multiple stakeholders
- Experience and ability to communicate with a range of audiences and internal stakeholders, including the ability to interact with high-level partners
- Excellent diplomacy skills, as well as discretion
- Experienced in and capable of handling confidential information

**If you are interested in the position, please send an email with a cover letter and CV to [AsiaJusticeCoalition@gmail.com](mailto:AsiaJusticeCoalition@gmail.com)**

**POSTING END DATE:** March 1, 2021