



Job Description and Person Specification

Job Title:	South East Asia Junior Fellow
Reports to:	South East Asia Fellow
Date call released:	22 May 2019
Deadline for applications:	14 June 2019
Start date:	1 July 2019
Duration:	Full-time 1-year contract

About Reprieve

Reprieve is a UK charity founded in 1999 by Clive Stafford Smith. Reprieve uses strategic interventions to end the use of the death penalty globally, and secret prisons and state-sanctioned assassinations in the context of the so-called “war on terror”.

We work for the most disenfranchised people in society, as it is in their cases that human rights are most swiftly jettisoned and the rule of law is cast aside. Thus, we promote and protect the rights of those facing the death penalty and those who are the victims of extreme human rights abuses committed in the context of the so-called “war on terror” (WOT), with a focus on secret prisons and state-sanctioned assassinations.

Underpinning Reprieve’s strategic focus is the notion that countries such as the UK and US hold themselves out as shining examples of democratic societies that respect the rule of law and human rights, and therefore should be held to exacting standards in terms of how they respond to acts or allegations of terrorism and murder. Their responses have ripple effects worldwide, and are frequently used to justify the continuation of the death penalty, extrajudicial killing, torture, rendition and unlawful detention by countries ranging from ‘aspiring exemplars’ to ‘worst offenders’.

Reprieve’s main office is based in London, UK. Reprieve also supports full time Reprieve Fellows, who work as lawyers, investigators and advocates in different countries. Reprieve works with partners in jurisdictions all over the world, including Non-Governmental Organizations (NGOs), government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders.

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The Role

The South East Asia junior fellow will support the work of the South East Asia Fellow, an experienced human rights activist and campaigner based in Jakarta.

S/he will be a flexible team player with a positive can do attitude and a proactive approach to work. S/he will be comfortable with working on new and emerging areas with limited supervision, and will also be receptive to learning from those around him/her. S/he will maintain the utmost professional standards at all times, and will be willing to muck in on all tasks big and small that support Reprieve's work against the death penalty in South East Asia.

Main duties:

- Supporting Reprieve's South East Asia Team
- Producing useful materials for advocacy and casework
- Developing and employing Reprieve's data bank and research
- Providing legal support to the South East Asia Team

Responsibilities

Support

- Prepare memorandum, provide support to those drafting reports, briefing papers, and formal correspondence

Producing materials

- Translation to and from English and Bahasa Indonesia

Data and research

- Support factual investigation and research on Reprieve cases that may be carried out in partnership with our local partners, including record collection, conducting interviews and family visits when needed and maintaining ongoing contact with those whom we assist and their family members where strategic and appropriate
- Conducting regular media monitoring and documenting legal/political developments in relation to the death penalty in Indonesia, updating various databases
- Gathering data and conducting research

Legal support

- Support Reprieve's strategic litigation efforts and provide relevant casework and policy content for use in legal documents and findings
- Conduct legal research and draft legal memos
- Provide research/technical assistance to casework that Reprieve is jointly



undertaking with local partners

Key Contacts

The South East Asia Junior Fellow will be directly managed by the South East Asia Fellow. They will work closely with colleagues in the South East Asia team and across the broader Casework Team in furtherance of Reprieve’s strategic goals, and will collaborate with our media and campaigns sub-teams to effectively disseminate Reprieve’s public messages. This person will also have the opportunity to engage with wider networks of human rights civil society in Indonesia, with the aim of fostering collaboration and furthering the overall human rights agenda.

Length and Salary

Full time, 1-year contract, working hours Monday - Friday, 09:00 - 17:00. It may be necessary to work outside these hours and at the weekends if urgent issues arise. The position will be based in the office of our partner organisation, LBH Masyarakat (LBHM) in Jakarta.

To apply:

Please send a copy of your recent C.V. and a covering letter detailing your suitability for the role and why you want to work at Reprieve to raynov@reprieve.org.uk by the deadline above. Please ensure the subject line ‘SEA Junior Fellow’ is used and that attachments are in PDF format.

Person Specification

CRITERIA	Essential	Desirable
Genuine interest in and commit to human rights and social justice	✓	
Fluent English	✓	
Excellent written and oral communication skills	✓	
Project management experience	✓	
Legal research skills	✓	
A high degree of self-motivation	✓	
Excellent interpersonal and networking skills	✓	
Ability to form effective working relationships with people from a wide range of professional backgrounds relevant to Reprieve’s work	✓	

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Creativity and energy in approaching a workload consisting of large long-term projects	✓	
Meticulous time and file management abilities	✓	
Ability to work under pressure	✓	
Confident using MS Word, MS Excel, email, and the internet for research purposes	✓	
An ability to work with people from different cultures and nationalities.	✓	
Familiarity with international legal and policy matters relating to the campaigns on death penalty or other human rights	✓	
Law graduate (preferably fresh graduates, maximum 2 years of experience)	✓	
Knowledge of international human rights law		✓
Relevant investigative experience		✓