

## **TEMPORARY VACANCY**

### **Asia Programme Officer**

**Work percentage:** 50%

**Based in:** Geneva, Switzerland

**Reports to:** Acting Asia Programme Manager

**Preferred start date:** as soon as possible

**Position end date:** 30 June 2022

**Applications deadline:** on a rolling basis

The International Service for Human Rights is seeking an outstanding candidate to join our dynamic team in a temporary staff position of **Asia Programme Officer**. The position is funded at 50% until 30 June 2022.

Established in 1984, ISHR is a leading non-governmental organisation with offices in Geneva and New York. ISHR works to support human rights defenders in their engagement with international and regional human rights systems, and to strengthen those systems so that they are more accessible, effective and protective for defenders.

#### **Position overview**

The Asia Programme Officer contributes significantly to ensure successful implementation of ISHR's work to support human rights defenders, advance accountability, and increase human rights awareness in East Asia.

Working under the supervision of the Acting Asia Programme Manager, the Asia Programme Officer will play a critical enabling role for the delivery of ISHR's commitments to donors, partner organisations and human rights activists/communities.

In light of the cross-cutting nature of ISHR's working methods, the Asia Programme Officer will also work very closely with other programmatic and operational teams within ISHR, including as needed the Fundraising and Development, Operations, and Communications Teams.

The position will be based in Geneva.

#### **Key responsibilities**

- Support implementation of activities undertaken in support of ISHR's work with Asian human rights defenders
- Undertake research and draft analysis and advocacy documents for formal and informal audiences
- Prepare internal and donor-facing documents, including initial steps for monitoring and evaluation processes within the programme
- Prepare, organise and update ISHR training materials for human rights defenders, in relevant languages
- Work closely with consultants/contractors, interns and fellows

- All such other things as reasonably requested by the Acting Asia Programme Manager or Directors, and as required for the efficient and effective operation of ISHR

## Qualifications

### *Essential*

- University degree or diploma in law, human rights, international relations or related fields;
- 2 to 5 years of relevant professional experience;
- Native-level oral and written English, including excellent drafting and editing skills;
- Demonstrated interest in human rights and commitment to values of equality, diversity, inclusion and collaboration;
- Familiarity with Asia, and in particular the greater China region, through either personal or professional background;
- Proven project management, time management and organisational skills;
- Ability to multi-task and work under pressure to meet tight deadlines;
- Comfort and demonstrated success in working autonomously;
- Excellent communication and people skills, and ability to work as a member of a diverse international organisation;
- **Swiss Work Permit or EU/EFTA national.**

### *Desirable*

- Experience working for an NGO and/or on thematic human rights issues in a practical setting (not solely academic);
- Functional reading and writing skills in Chinese, simplified and/or traditional.

## Salary & Benefits

The monthly salary is within the range of CHF 5500 to CHF 6200 (for a full-time role - will be pro-rated for a 50% occupation rate) depending on qualifications and experience.

ISHR offers a [competitive benefits package](#).

## Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR practices fair and non-discriminatory recruitment and selection procedures and strives for international and multicultural personnel.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, or any other characteristic protected by law.

We particularly welcome applications from under-represented groups, including women, persons of colour, LGBTIQ+ candidates, persons with disabilities and other groups.

## **Applications**

Please submit your application by filling out [this form](#) and attaching a cover letter, a CV (no profile picture please) and one example each of the following documents for which you are the sole or primary author

- a written advocacy product or campaign (1-2 pages of text, or equivalent)
- a longer-form research paper or analysis (no more than 10 pages)

ISHR will review these products only for the purpose of this recruitment and will not use them for any other purpose.

In their cover letter, candidates should demonstrate their commitment to human rights and social change.

### **Applications will be considered on a rolling basis.**

Incomplete applications will not be considered. **Only short-listed candidates will be contacted.**

### **Privacy policy**

All applications will be handled in accordance with ISHR's [Privacy Policy](#).