

Full-time Fellowship

Geneva, Switzerland

Length: 1 year

Based in: in Geneva, if eligible for a work permit

Reports to: Programme Manager or Director

Start date: either 1 February or 1 September, depending of the period

Remuneration: Applicants should be fully funded through a scholarship or grant

Applications deadline: on a rolling basis

About ISHR

The International Service for Human Rights (ISHR) is an independent, non-profit organisation with offices in Geneva and New York. This fellowship offers an unique opportunity to view the United Nations human rights system at work. It provides hands-on experience working for an international non-governmental organisation (NGO) as well as the opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic human rights concerns. For more information, consult our website www.ishr.ch.

The position

ISHR seeks to host a **postgraduate Fellow** to support our work in Geneva.

Working in a small team, the Fellow will have the opportunity to learn at close hand what it means to work for an international human rights advocacy organization. The Fellow will also have the opportunity to collaborate with ISHR staff in all locations.

In a year's work with ISHR, the Fellow will gain experience monitoring a number of deliberations and negotiations at the United Nations and lobbying and advocating in those fora in line with ISHR's mandate and priorities. The Fellow will gain hands-on experience on the application of international human rights law in a multilateral human rights system, including advocacy on normative and policy advances for the protection of human rights defenders.

The Fellow will also contribute to our work on capacity development and legislative protection of defenders at the national level or regional level, if opportunities arise.

Scope of work

Through a combination of research and analysis, advocacy, and capacity building, the Fellow will work closely with Programme Managers and Directors, contributing to our work supporting human rights defenders, strengthening human rights systems, building and

leading human rights coalitions, and responding to significant and systemic situations of concern.

Key tasks include:

- Supporting legal counsel in preparing submissions to national, regional and international human rights mechanisms and courts;
- Researching human rights situations, contexts and challenges faced by human rights defenders in different regions;
- Assisting with research in relation to submissions for international human rights mechanisms, including the Universal Periodic Review and the UN treaty bodies;
- Representing ISHR at meetings and in coalition work with other NGOs and UN contacts;
- Assisting with ISHR's work with regional human rights defenders' networks and human rights bodies at the regional level;
- Monitoring and taking minutes at UN human rights meetings;
- Contributing to ISHR's publications, including through drafting and editing online web articles, briefing papers, and other reports as needed;
- Supporting training design and organisation, including facilitating sessions, if there is interest.

The fellow will have opportunities to work with different regional teams as well, depending on the language levels such as the Latin America Team, Middle East and North Africa Team or the Asia Team.

Training and Opportunities

ISHR has a long-standing history of hosting Fellows. Our Fellows are fully included as part of the team, including in staff meetings, which provide a comprehensive understanding of the work of an international human rights NGO. Fellows also have opportunities to interact and network with human rights defenders, diplomats or other UN and NGO professionals.

Where appropriate or necessary for their work, ISHR staff will provide practical sessions and guidance, for example, on monitoring UN mechanisms, drafting reports and advocacy documents, utilizing communications technologies, etc. An **onboarding training process will be set to ensure compliance, clarify roles and create connections**. The Fellow will get a chance to know ISHR, including the staff, the programmes and organization's work culture.

Fellows will be supervised by one programme manager and supported in achieving the learning objectives through regular check-ins with the Fellow and Intern Coordinator.

Fellowship modalities

Applicants should be fully funded through a university-funded or external Fellowship for the entire duration of their Fellowship.

The Fellowship is expected to be a full-time (37.5 hours per week) position, highly preferably on-site, for a duration of one year. There are also possibilities for home-office work and 100% remote location can be considered in exceptional cases.

Requirements

The successful Fellow must:

- Be a recent graduate from an ABA-accredited law school, having taken up relevant coursework in a J.D. or LL.M. programme. Recent graduates from other relevant graduate-level programs such as political science, international relations or project management will be considered as well;
- Have working knowledge of international human rights law;
- Demonstrate familiarity with the UN human rights system, regional human rights systems and mechanism, and/or human rights defenders;
- Have strong drafting and research skills;
- Be able to report thoroughly and accurately on meetings;
- Be flexible and self-motivated;
- Be able to work as a member of an international and multicultural team and willing to participate in a variety of tasks, as required;
- Have excellent written and oral communication skills in English;
- Knowledge of official UN languages, especially Arabic, Chinese, French, Spanish is highly desirable.
- Be proficient with IT tools such as Google Suite, Microsoft etc.

Equal opportunity

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel.

We welcome all kinds of diversity. Applications are encouraged from all qualified candidates without distinction including 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, socio-economic status, or any other characteristic protected by law.

We particularly welcome applications from systematically, historically and/or traditionally discriminated against under-represented groups, including women, persons of colour, LGBTIQ+ persons candidates, persons with disabilities and other groups

Applications

Please submit your application by sending a cover letter, a CV (no profile picture and max 2 pages), 1 writing sample (max 5 pages including bibliographies), and a description of your funding source [here](#).

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

Applications will be considered on a rolling basis.

Incomplete applications, including applications without a description of funding source, 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](#).

—