



Human Rights Now

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Job Opening:

Human Rights Now, Full-time Staff (Advocacy/Project Coordination), from June 2016

Human Rights Now (HRN), a Tokyo-based international human rights NGO working for the promotion and protection of human rights worldwide with a special focus in Asia, is currently taking applications for a full-time staff position responsible for our advocacy activities and project management. It is a rewarding position dealing with coordination and implementation of both domestic and international projects and advocacy activities.

The applicant should have a demonstrable interest in human rights or public-interest issues, particularly for the Asia region, and experience in human rights or public-interest work is favored. The applicant must have a high native-level ability in speaking and writing Japanese and high-level fluency in speaking and writing English.

For more details and how to apply, please see the information below.

- Number of Open Positions: One person
- Duration: From June 2016 onwards
- Type of Employment: Full-time (There will be a trial period. The contract will be renewed annually) / We will also consider part-time work (three or four days a week) but applicants for full-time staffs will be prioritized.
- Benefits: 200,000 yen/month (for full-time staff). Negotiable depending on applicant's experience and skills. Social insurance provided.

For part-time work (three or four days a week), the compensation will be decided after discussion and based on the work shifts preferred by the applicant.

- Location of Work: Human Rights Now Tokyo Office (Tokyo, Japan)
- Work Contents: Advocacy activities, management of projects and pro-bono lawyers/professionals, other related general affairs and PR work.

<Details of Work Contents>

- Research, advocacy and other related administrative work
 - ✧ Document preparation and management, translating documents (English <-> Japanese), writing and distributing press release statements, etc.
 - ✧ Liaison and telephone correspondence for domestic and international advocacy work

- Public Relation/Advertisement
 - ✧ Editing websites, mail magazines, newsletter, and other PR materials

- Fundraising
 - ✧ Drafting fund applications for projects and reporting on the progress
 - ✧ Outreach for prospect donors and supporters

- Project management
 - ✧ Coordinating projects and pro bono lawyers and professionals assigned to the projects

- Coordinating our projects and managing the progress
 - ✧ Coordinating the process of producing deliverables, management and execution of projects including the management of project members, pro bono lawyers/professionals, interns, volunteers, translators, etc.
 - ✧ Liaison between Tokyo office and oversea offices (e.g. Geneva and New York), UN organizations, relevant NGOs, and governmental entities

- Other related administrative work

● Expected Qualifications and experiences

- Ability to understand the mission of Human Rights Now and conduct tasks properly and with integrity.
- Ability to conduct clerical duties correctly, to work on various tasks efficiently, and to meet give deadlines.
- Native-level (perfect/excellent) speaking and writing skills in Japanese and fluent in speaking and writing English.
- Communication skills to coordinate smoothly and promptly with both internal and external parties.
- Basic knowledge on international human rights laws and human rights situations around the globe. (However, this position is different from a position for an Advocacy Specialist, thus does not require a master's degree in international human rights laws.)
- Minimum two years working experiences. (We take into account internship experiences in case

an applicant's working experience is less than two years.) Working experience in NGOs or in corporations are favored.

● How to Apply

➤ To apply for the position, please send us:

1) A cover letter (Please include the reason for applying and requests on benefits if there are any.

Also, indicate whether you are applying for full-time or part-time. For part-time please specify your preferred shifts.)

2) A recent copy of your resume (in Japanese or English)

3) Curriculum Vitae (For non-native English speakers, please include test scores that prove your English ability.)

4) Two writing samples, one in English and one in Japanese. (The topic of the sample can be decided by the applicant.)

5) Letter of Recommendations (advisable but not required)

The above should be attached to and sent as documents via email to info@hrn.or.jp.

If you currently reside in Japan we advise to send the copies to the address indicated below.

Human Rights Now Tokyo Office

7F Creative One Akihabara Bldg., 5-3-4 Ueno, Taito-ku, Tokyo 110-0005 JAPAN

Sara Sekine

After initial screening, selected applicants will be contacted and interviewed at our Tokyo office or via Skype.

Please note that we will not respond to any inquiry on the progress of selection and we will not return application documents once received.

● Deadline: We will close applications as soon as we find a qualified person for the position

● Contact

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Contact Person: Sara Sekine

<About Human Rights Now>

Human Rights Now (HRN) is an international human rights NGO based in Tokyo, Japan with UN special consultative status. HRN was established in 2006 by a group of human rights professionals, such as lawyers, scholars, and journalists, as the first international human rights NGO based in Japan. With over 700 members comprised of various human rights specialists, HRN works for the promotion and protection of human rights for people in the world, with a special focus on Asia.

In 2012, HRN obtained UN special consultative status, and we have been actively engaged in the UN decision-making process to protect and promote human rights.

In our organization, lawyers, academics, graduate and doctoral students, and business professionals engage in our activities on pro bono basis, and staff members are expected to coordinate with these various actors.

Anyone who is interested in applying for the position is advised to check our website <http://hrn.or.jp/eng/> to understand our mission and activities prior to applying.