



# Human Rights Now

**Human Rights Now**

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## TOKYO FELLOWSHIPS

# Human Rights Now Fellowship Application Instructions

## Summary

Human Rights Now (HRN), an international human rights NGO based in Tokyo with UN consultative status, is currently taking applications for fellows in human rights advocacy and management for our Tokyo office. Our fellowship program allows law school graduates or the equivalent interested in human rights, public policy, and international affairs a chance to gain experience working directly on human rights issues at an influential international human rights NGO. Fellowships provide an excellent opportunity for fellows to engage in research, on-site investigations, and observations of UN conferences and meetings. Persons who have strong legal backgrounds or experience with research or human rights work are highly encouraged to apply. We accept applications for fellows at Tokyo throughout the year.

We also have a special periodic fellowship in Bangkok. More information about that fellowship and the deadline for applications is available on our website:

<http://hrn.or.jp/eng/join/fellowship/>.

You can find out more about Human Rights Now and the kind of work we do from our website: <http://hrn.or.jp/eng/>. Please review the site to understand our mission before applying.

# About Us

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 a pro bono basis, and staff members coordinate with these various actors.

## Qualifications, Skills, and Requirements for all fellowships

- College graduate with a four year degree or law school graduate
- The candidate should be professional, proactive, good at working independently, good at intercultural communication skills, and have a demonstrated interest in and commitment to human rights issues.
- The fellow must be able to support themselves over the full period of the fellowship. The position is unpaid and funds are not generally available to cover fellows' expenses. There may be opportunities for HRN to send fellows on business trips in which travel and accommodation costs will be covered for the period of the trip.
- The fellow must be able to work a minimum of 18 hours per week and is expected to commit to work at least 6 months. We give preference to fellows who can work for 1 year or longer.
- Must be able to commute to Human Rights Now's office in Tokyo or New York respectively
- Proficiency in English (a minimum score of 90 on the TOEFL iBT exam or an equivalent level as indicated by another test or means if available). Also please notify us of any Japanese language proficiency and provide a form of verification if available, such as a Japanese writing sample or certification of passing a Japanese Language Proficiency Test.
- Basic understanding of law and international human rights law and the UN system.
- Excellent writing and research skills.

- Ability to stay in the country for the period of work (and in the US case, ability to work). Please note that HRN cannot assist in obtaining visas, and the fellowship is contingent on the applicant having status to stay in the country for the period of the fellowship.

## Details for Tokyo Fellowship

Our Tokyo headquarters is focused on our central activities of advocacy and research on human rights issues, in which fellows will have an opportunity to participate. Tokyo fellows will conduct research on human rights issues and may assist with drafting memorandums, statements and reports. Other tasks may include editing, translation, assisting with advocacy efforts, assisting with human rights events, and teaching human rights topics to the public. Fellows will also assist with logistics and coordination of overseas projects.

### Job description

- 1) Internal communication, meetings
- 2) Outreach, logistics, networking and administrative work
- 3) Assisting the organizing of events, coordinating campaigns
- 4) Researching and writing on issues within our focus including:
  - Armed conflict and human rights
  - Accountability for gross violations of human rights and humanitarian law, international justice
  - Business and human rights
  - Rights of children
  - Human rights defenders and democratic space
  - Humanitarian disarmament
  - Women's rights, violence against women
- 5) Editing, translation, and other miscellaneous work

In addition, some fellows may be able to participate in international conferences, on-site investigations, and human rights educational projects.

Bangkok, Thailand

For our Bangkok Fellowship, a description, application instructions, and the application deadline is available in a separate announcement at:

<http://hrn.or.jp/eng/join/fellowship/>.

# How to Apply:

If you are interested in applying for a fellowship, please send the following items to the below email address.

- Cover letter (include your reason for applying, the location for which you are applying, the rough expected dates and duration you hope to work, and your experience and interest in human rights)
- Resume/CV (in English and/or Japanese)
- Unedited writing sample (The topic of the sample can be decided by the applicant, anything that can serve to measure the applicant's writing and/or research skills)
- Letter of recommendation (optional; one copy is sufficient)

Send the material to the following email address:

[deskprobonointern@hrn.or.jp](mailto:deskprobonointern@hrn.or.jp).

You can also use this email address for any inquiries regarding this call for applications.

## **Deadline:**

There is no set deadline. We receive applications and fill positions on a rolling basis.

## **Duration:**

There is no set duration for the job. Please let us know the rough dates and duration you hope to work for in your application. We are looking for a commitment of at least 18 hours per week for at least 6 months or longer. We privilege fellowships for 1 year or longer.