

## **Fall Internship Scheme: Policy and Advocacy Intern**

### **Terms of Reference**

#### **Background**

Justice Centre Hong Kong is a non-profit, human-rights organisation that works to protect the rights of asylum seekers, refugees, victims of torture, forced labour and human trafficking and other people seeking protection in Hong Kong. We are recruiting one Policy and Advocacy Intern for fall 2018.

As an intern, you will be at the heart of our Policy and Advocacy team and help in our mission to protect forced migrants. The position is suitable for someone looking to gain experience and pursue a career in human rights, public affairs and non-profit work. The ideal candidate will already have a sound understanding of policy and advocacy. You will report to the Research and Policy Officer.

#### **Responsibilities**

- Assist in conducting a variety of policy, advocacy and research tasks related to human rights issues in Hong Kong, such as human trafficking and refugee rights;
- Assist in Justice Centre's participation in United Nations mechanisms, including the Universal Periodic Review;
- Assist in supporting events related to the Universal Periodic Review, such as workshops;
- Assist in translation of policy-related materials;
- Support Justice Centre's work-planning, events and activities, and other initiatives as required; and
- Assist with administrative and other ad hoc tasks when needed.

#### **Essential**

- Studying law, social sciences, international development, public affairs or other relevant fields;
- Some knowledge of human rights and domestic policy;
- Strong desktop research and policy analysis skills;
- Ability to multi-task, good organisational skills and initiative;
- Team spirit, flexibility, positive and professional attitude, with a respect for diversity;
- English and Cantonese (spoken and written) proficiency; and
- Permission to work in Hong Kong.

#### **Desirable**

- Experience working with vulnerable people;
- Previous human rights policy experience; and

#### **PROTECTING FORCED MIGRANTS' RIGHTS**

- Proficiency in languages in addition to English and Chinese.

Justice Centre's internship schemes are non-remunerated. The internship can be full-time or part-time; a minimum of 15 hours a week over a period of two months during the fall semester is required. Please send your resume and a cover letter indicating your availability to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) by 12 October 2018.