

### **Terms of Reference: Justice Centre Fellow 2018**

#### **Purpose of position:**

The Justice Centre Fellow is a position created to develop public interest law capacity in Hong Kong, while contributing to the provision of Justice Centre's individual claimant services and the operation of Justice Centre's pro bono partner programme.

#### **Duration of position:**

6 to 12 months, starting in July or August 2018.

#### **Reporting relationships:**

The Justice Centre Fellow is managed by the Executive Director (ED) for human resource matters, the Protection Claimant Services Manager (PCSM) for all technical matters related to the operation of Justice Centre's individual claimant services and pro bono partner programme.

#### **Responsibilities:**

- Conduct interviews with claimants, conduct legal and factual (including country of origin) research, and write interview- and research-based reports;
- Contribute to developing claimant service information and processes, developing and delivering training, and assigning, supervising, and reviewing work by pro bono partners as part of the overall Justice Centre protection claimant services programme;
- Contribute to Justice Centre's monitoring and evaluation system;
- Contribute to maintaining positive working relationships internally and externally;
- Advise the Advocacy & Campaigns team of trends, potential test cases, and breaking issues arising from case work which should be taken forward through Justice Centre's advocacy, campaigns and/or communications functions;
- Advise the Advocacy & Campaigns team and, as appropriate, external lawyers and NGOs of important legal developments in the human rights and asylum law field;
- Contribute based on expertise drawn from PCS to the development of Justice Centre's policy & campaigns strategy;

- Prepare and deliver trainings to protection claimants, partner organizations, pro bono lawyers, and others as determined by the PCSM; and
- Perform other duties as assigned by the PCSM and/or ED.

**Essential:**

- Recent law graduate (LLB, LLM, JD or Graduate Diploma in Law)
- Demonstrated ability to work independently and to mentor others;
- Excellent organisational skills;
- Excellent presentation skills;
- English fluency, written and verbal;
- A demonstrable passion and commitment to human rights.

**Desirable:**

- Experience in refugee protection law in Hong Kong or elsewhere;
- Experience working in a corporate environment, in particular international law firms;
- Familiarity of working with vulnerable people;
- Fluency in spoken and written Cantonese

The position is unpaid, and the successful candidate will bring his/her own funding.

Justice Centre will sponsor fellows for 6 to 12-month training visas.

Please e-mail your statement of interest and CV to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) with the subject line 'Justice Centre Fellow.' Applications will be accepted on a rolling basis.