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**Fellowship Description and Person Specification**

<b>Job Title:</b>	Middle East and North Africa (MENA) Postgraduate Fellow
<b>Reports to:</b>	Head of Death Penalty Projects (MENA and South Asia)
<b>Salary:</b>	\$56,278 annually. The successful candidate will secure a minimum of \$50,000 in institutional funding with the remainder provided by Reprieve US.
<b>Benefits:</b>	Health, dental, and vision insurance as well as vacation time of 25 days per year, plus federal holidays
<b>Deadline for applications:</b>	Applications will be accepted on a rolling basis until the position is filled
<b>Start Date:</b>	01 September 2025
<b>Duration:</b>	Applicants are expected to secure institutional funding for a minimum of one year.

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**About Reprieve US:**

**Reprieve US is a registered 501(c)(3) assisting victims of extreme human rights abuses carried out by governments. We are made up of lawyers, investigators, and advocates helping people face detention without trial, execution and extra judicial execution. We are a small team but we are fearless in our fight for justice.**

We work closely with our sibling organization, Reprieve, a UK charity founded in 1999. Reprieve US uses strategic interventions to end the use of the death penalty globally and to end extreme human rights abuses carried out in the name of “counterterrorism” or “national security”.

**About postgraduate fellowships:**

For the past two decades, Reprieve and Reprieve US have used a fellowship model to support and work with human rights defenders and their organizations in some of the most challenging jurisdictions in the world – including Indonesia, Pakistan, Yemen, Malawi and the US. Reprieve US’ fellowship program gives fellows the opportunity to be directly involved in ground-breaking human rights work and to work with colleagues and experts around the world. The work of our fellows enables Reprieve US and partners to seize on strategic opportunities and develop projects that have the potential to transform the criminal justice landscape.

Reprieve US invites applicants for a public interest fellowship with our MENA Death Penalty team beginning in 2025.

Fellows will work from Washington DC, and should have the right to work in the US at the time of application and for the duration of their fellowship. We hope that fellows will have the opportunity to visit Reprieve UK’s London office.

Our preference is that postgraduate fellowship awards are transferred to Reprieve for disbursement to fellows, who will join us as staff members. If an awarding body has a policy requiring direct payment to the fellow we are happy to consider this arrangement on a case by case basis. Reprieve has an open and transparent salary structure, governed by a principle that the highest-paid member of staff is paid no more than double the lowest-paid member of staff. Our postgraduate fellow salary is fixed at \$56,278. If fellowship funding falls between \$50,000 and \$56,278 we will top up the amount to meet our fixed salary.

Reprieve US offers staff a broad range of benefits including a generous annual leave allowance of 25 days plus federal holidays and their birthday off. We also provide healthcare and dental to fellows who join us as staff members.

### **The MENA Death Penalty team**

Countries within the MENA region consistently rank amongst the top executing states in the world, with the crisis only worsening in recent years. Reprieve's MENA team focuses on casework and investigations in Egypt, Bahrain and Saudi Arabia, with ongoing monitoring of the wider region, to support those at risk of the death penalty.

The MENA team's work is diverse and constantly evolving to shape, respond to and anticipate changes in the domestic and regional death penalty landscape. Our strategy in any given jurisdiction is developed in collaboration with – and informed by – our partners and fellows. Direct casework and investigation on strategic cases is core to our work in all regions, and includes legal, political and advocacy strategies as appropriate. The MENA team is working closely with Reprieve US on developing our US advocacy strategy regarding the MENA region, and the postgrad fellow will play an important role in supporting with this developing and implementing this strategy.

### **MENA Death Penalty Team Postgraduate Fellow- Responsibilities**

Fellows can expect to:

- Conduct legal and/or factual research and analysis and develop theories to support new litigation projects and advocacy strategies;
- Take the lead of investigating and developing new cases in Egypt, Saudi Arabia and Bahrain while supporting the team with existing casework
- Draft submissions for international human rights mechanisms
- Draft memoranda and briefings;
- Participate in casework and office meetings and prepare summaries for these;
- Interview witnesses and people who Reprieve US assists as appropriate and as needed;
- Draft and edit public education and non-litigation advocacy materials;
- Provide support to Reprieve US partners;
- Assist with administration for casework: filing, taking minutes and so on; and
- Attend conferences as needed, and be an ambassador for Reprieve US and its partner organizations.
- Attending advocacy meetings with colleagues in the US to advocate on behalf of the MENA team's clients and issues.
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This job description provides a general but not comprehensive list of the essential responsibilities and qualifications that may be required. It does not represent a contract of employment. Reprieve US reserves the right to change the job description and/or posting at any time without advance notice.

**Person Specification**

Applicants should demonstrate the skills and experience below:

Criteria	Essential	Desirable
The right to live and work in the US for the duration of the fellowship	✓	
Written and spoken Arabic	✓	
Excellent research and writing skills	✓	
Excellent interpersonal skills and judgement	✓	
Comfort and confidence in working efficiently with limited supervision	✓	
Analytical and investigative skills	✓	
Knowledge of the MENA region and US policy towards the region		✓
Interest in international legal mechanisms such as the UN special procedures and the African Commission		✓
A commitment to the mission of Reprieve US	✓	

**How to apply**

Please submit a letter of interest of no more than 2 pages detailing your experience and motivations in applying for the MENA Death Penalty Team postgraduate fellowship position, and a resumé. Please ensure your letter of interest details how you meet the criteria above and includes details of your proposed funding source, the funding amount, and funding application deadlines.

Your resumé should include a contact number and your address. Please send documents in PDF format to [applications@reprieve.org.uk](mailto:applications@reprieve.org.uk) with “MENA team postgraduate fellowship- your name” as the subject line.

Please note that Reprieve US has a Safeguarding Policy. We will ask candidates prior to making an offer if there are any issues that may impact their ability to effectively carry out this role

Once applications are submitted they will be assessed by our fellowships panel. Applicants are invited to attend two round of online interviews before an offer for a postgraduate fellowship is made. Offers are dependent on successful applications for funding. If an offer is made and accepted we will work with the prospective fellow on their funding applications.