
Fellowship Description and Person Specification

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

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 Death Penalty – South East Asia 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 Death Penalty - South East Asia team

The Death Penalty - South East Asia team works to abolish the death penalty in South East Asia. Our main projects are based in Malaysia and Indonesia, and we monitor and provide individual case support across the region, including in Singapore and Thailand. In each of these countries, we work in close collaboration with local lawyers and human rights campaigners to represent clients in death penalty brought in domestic courts and to support policymakers to amend laws to prevent death sentences.

Our work is client-centred litigation on behalf of individuals who face the death penalty. We conduct client interviews, investigations, draft submissions to court, and provide other trial and appellate-based representation. We also conduct out of court advocacy with domestic stakeholders, the United Nations treaty bodies and Special Procedures, the European Union, and with international allies. In addition to our main focus on the death penalty, common themes of our work include: improving access to fair trial; highlighting discrimination by the justice system against the poor, migrants and foreign nationals; improving prison conditions and treatment; raising awareness, support and treatment for clients with mental illness and intellectual disability; preventing torture; and ensuring fair treatment for women, people with disabilities, and other disadvantaged groups in prison.

We could not do our work well without our partners and colleagues who are experts in the field, and provide essential advice and guidance on all aspects of our work. Our small team is made up of colleagues in Malaysia, Indonesia, and London. As a team, we work collaboratively, and divide up responsibilities such that all team members have significant responsibility for key parts of casework and advocacy. We generally work remotely from one another, but are fortunate to be able to travel to visit clients and meet our partners in person relatively regularly.

Death Penalty - South East Asia Team Postgraduate Fellow- Responsibilities

Fellows can expect to:

- Take on casework in Malaysia and Indonesia, including providing support to individual strategic cases and major casework projects, such as the Malaysia resentencing project;
- Develop, update, and distill information from our bespoke casework databases;
- Conduct legal and/or factual research and analysis and develop theories to support new litigation projects and advocacy strategies;
- Draft submissions for domestic and international courts and tribunals;
- Monitor and manage calendar of UN submissions, draft submissions to UN bodies and Special Procedures and, as needed, prepare for someone to present these submissions in oral hearings;
- Participate in team and office meetings and prepare summaries for these;
- Prepare interview questions, investigations plans, and conduct interviews with clients, witnesses and people who the team assists, as needed;
- Draft and edit memoranda, briefings, and non-litigation advocacy materials for internal and external audiences;
- Develop and support media output;
- Collaborate with international stakeholders, experts, and partners, including having regular meetings, and facilitating convening of coalitions to support issues and submissions as needed;
- Work in close collaboration with our colleagues and partners in country, including through regular meetings, collaborating on drafting, and brainstorming strategy for casework and abolition;
- Feed into strategy and provide ideas and feedback for ways to improve our work;
- Assist with administration for casework: filing, taking minutes, arranging meetings; and
- If required, travel to attend meetings, visit clients, and generally support our in-country colleagues as needed, and be an ambassador for Reprieve US and its partner organizations.

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	✓	
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 prison conditions, rights of incarcerated people and/or human rights, related frameworks and institutions		✓
Interest in anti-death penalty, anti-torture, and access to justice issues	✓	
A commitment to the mission of Reprive 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 Death Penalty - South East Asia 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@reprive.org.uk with “Death Penalty - South East Asia team postgraduate fellowship- your name” as the subject line.

Please note that Reprive 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.