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### **Fellowship Description and Person Specification**

<b>Job Title:</b>	Death Penalty – South Asia team Postgraduate Fellow
<b>Reports to:</b>	Head of Death Penalty Projects, South and South East Asia
<b>Salary:</b>	\$53,053 annually. This is being reviewed and is likely to increase. 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>	13 November 2023, with further applications accepted on a rolling basis until the role is filled
<b>Start Date:</b>	01 September 2024
<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 public interest fellowships beginning in 2024. This document relates to a fellowship offered with our Death Penalty- South Asia Team. Applicants are invited to review descriptions for multiple roles, and may apply for more than one position if they

meet the person description for each role. In this circumstance, applicants should submit a cover letter for each position.

Fellows will work from Washington DC, and should have the right to work in the US 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 \$53,093. If fellowship funding falls between \$50,000 and \$53,093 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 Asia**

The Death Penalty- South Asia team works towards limiting the scope of the death penalty in the region, with a focus on Pakistan and India where we work in close collaboration with local lawyers and human rights campaigners to represent clients in death penalty and torture cases brought in domestic and international courts. We also monitor developments in the application of the death penalty in Sri Lanka, Bangladesh, Brunei and the Maldives.

Our work is both client and policy focused, assisting persons at risk of the death penalty for ordinary crimes or in counterterrorism courts, who are often vulnerable and at risk of torture.

We also work with the legal community and other stakeholders in country to support efforts to limit the number of offences that carry the death penalty, as well as to raise awareness of legislative amendments to ensure persons are no longer at risk of capital punishment.

The Death Penalty- South Asia team also supports other teams within the organisation where South Asian nationals may be at risk of the death penalty abroad.

Our work is client-centred, focusing on ensuring individuals either avoid a death sentence or receive commuted sentences where the offence is no longer death eligible, and informs our work before international fora, including the United Nations.

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; raising awareness, support and treatment for clients with mental illness and intellectual disability; accountability for torture and the use of torture-tainted confessions in court; and ensuring fair treatment for women and other disadvantaged groups in prison.

We could not achieve these wins without the incredible work from our colleagues who work in country. Our team is made up of colleagues in region, in the UK and the US. We work

collaboratively, and divide up responsibilities such that all team members have significant responsibility for key parts of casework and advocacy.

**Death Penalty – South Asia team Postgraduate Fellow- Responsibilities**

Fellows can expect to:

- Take on casework in Pakistan and India, including liaising with lawyers, registrars and judges, prison officials, medical and mental health experts and other key actors;
- Conduct legal and/or factual research and analysis and develop theories to support new litigation projects and advocacy strategies;
- Draft memoranda and briefings for internal and external audiences;
- Drafting submissions for domestic and international courts and tribunals;
- In collaboration with the UN team, manage a calendar of UN submissions, drafting submissions to UN bodies and Special Procedures;
- 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 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, leading initiatives, and convening 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.

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 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 the South Asia region, international courts, prison conditions, prisoners' rights and human rights		✓
Interest in anti-death penalty, anti-torture, and access to justice issues	✓	
A commitment to the mission of Reprieve US	✓	
Knowledge of Urdu, Hindi or Punjabi		✓

**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 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@reprieve.org.uk](mailto:applications@reprieve.org.uk) with "Death Penalty - Africa 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.