
Fellowship Description and Person Specification

Job Title:	Syria and Iraq Detention team Postgraduate Fellow
Reports to:	Head of Syria and Iraq Detention project
Salary:	\$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.
Benefits:	Health, dental, and vision insurance as well as vacation time of 25 days per year, plus federal holidays
Deadline for applications:	13 November 2023, with further applications accepted on a rolling basis until the role is filled
Start Date:	01 September 2024
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 public interest fellowships beginning in 2024. This document relates to a fellowship offered with our Syria and Iraq Detention Team. Applicants are invited to review descriptions for multiple fellowship roles, and may apply for more than one position if they meet the person description for each one. 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 US 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 currently fixed at \$53,093, but is under review and likely to increase. If fellowship funding falls between \$50,000 and the fixed salary we will top up the amount.

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 Syria and Iraq Detention Project

There are currently thousands of people indefinitely detained in camps in North East Syria (NES), in conditions the UN has described as “deplorable and inhumane”. Others have been transferred to Iraq or Assad-controlled Syria, where they have faced torture and the death penalty without anything resembling due process.

Reprieve's Syria and Iraq Project aims to ensure that individuals detained in Syria and Iraq are treated in line with international law, and not subjected to the death penalty, extrajudicial execution, arbitrary detention, torture or rendition. We also aim to challenge and change flawed 'war on terror' narratives and legal and political frameworks – including in the UK, Europe and the US – that engender state-sanctioned discrimination and abuse and undermine the rule of law and human rights.

Syria and Iraq Detention Project 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;
- Draft memoranda and briefings;
- Participate in casework and office meetings and prepare summaries for these;
- 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.
- Map and identify foreign nationals detained in NES and Iraq;
- Assist in investigating client cases and background creating an evidentiary base sufficient for litigation and advocacy;

- Build the evidentiary base for relevant thematic areas, including human trafficking and children’s rights, among others;

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	✓	
Excellent analytical skills	✓	
Familiarity with the policy issues and domestic and international political dynamics underpinning unlawful detention in Syria and Iraq		✓
Familiarity with international legal and policy matters relating to “counter-terrorism” and “national security”		✓
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 Syria and Iraq Detention 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 with “Syria and Iraq Detention 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.