

## RESEARCH COORDINATOR – CONSULTANCY CONTRACT

Dr Alice Jill Edwards is the United Nations Special Rapporteur on Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment. The Special Rapporteur monitors trends and developments relating to the prohibition and prevention of torture and other ill-treatment and the rights of victims and survivors, carries out research and studies, engages in public events and promotes awareness, conducts country visits and pursues amicus and other interventions, and makes recommendations on how to protect and promote these rights.

The Special Rapporteur is a Visiting Fellow at the Geneva Academy of International Humanitarian Law and Human Rights where she is leading various research projects. She has an extensive track record of research and publications on human rights themes.

We are recruiting a Research Coordinator (Consultancy Contract) to support the projects and initiatives of the Special Rapporteur, and her own research agenda.

Duration of consultancy: 6 months (starting as soon as possible) 80-100 percent (negotiable), with possibility of extension.

**Reports to:** The Special Rapporteur on Torture; and day-to-day to the Geneva Academy Head of Research and Policy Studies

**Education:** Masters or PhD in human rights law, humanitarian law, refugee law, international law or a related legal field. This is a position only for a person holding legal qualifications.

**Thematic knowledge:** Advanced knowledge in, or areas closely related to, the absolute prohibition against torture and other ill-treatment, women's rights, discrimination/equality law, and international refugee law. Country-specific knowledge around how such themes apply.

**Experience:** 5-10 years of experience working in a research or related function, including for academic, policy or international organizations, preferably with an emphasis on torture and ill-treatment, women's rights, and refugee rights.

**Languages:** Excellent oral and written skills in English, with preference for a second language in French, Spanish,

**Key skills:** Highly organized with top rate project coordination and communication skills being able to manage multiple and diverse projects working to different deadlines and with potentially multiple partners. Exceptional research abilities including academic databases, jurisprudence, and online resources. Excellent oral and written skills in English, proficiency in MS Office applications; and adaptable, patient and kind interpersonal skills are required. Highly desirable skills and attributes include resourcefulness, curiosity, upward

management, flexibility, multi-tasking, transdisciplinary thinking, thought innovation, adherence to deadlines.

**Application:** Apply before 31 March by sending a CV (including links to relevant publications) and cover letter to: [research.ga@geneva-academy.ch](mailto:research.ga@geneva-academy.ch)

## TERMS OF REFERENCE

### **Coordination and research support for the Special Rapporteur in fulfilling her mandate:**

- Overall coordination and Task Monitoring of the Special Rapporteur's research agenda to ensure progress and completion of projects and tasks against workplans, including externally imposed fixed deadlines, by maintaining an easily accessible results-database and calendar of events, key dates and project monitoring.
- Coordinating and conducting cutting edge primary and secondary research to support the preparation of thematic reports, special reports, commentary on legislative reforms, amicus interventions, and for identifying global and regional trends, as per the Special Rapporteur's priorities, involving desk research, preparing and compiling questionnaires, interviewing relevant actors and stakeholders, and finalizing reports, articles and papers (footnoting, double checking sources, updating, formatting).
- Coordinating and organizing events and consultations as per the Special Rapporteur's priorities, including preparing concept notes, background research papers, liaising with partners and invitees and securing attendance, writing speeches, note-taking, report-writing, liaising with media and press, as required.
- Conducting preparatory research and briefing materials in advance of meetings, including by liaising with partners and civil society organizations.
- Preparing the Special Rapporteur's engagement and participation in side events, public meetings and media or press engagements.
- Producing briefing notes, toolkits and commentary of publishable quality.
- Supporting the visibility of the mandate through producing materials for the press and social media.
- Communicating with partners on behalf of the Special Rapporteur as instructed.
- Ensuring timely and accurate financial and project reporting;
- Identifying and pursuing new sources of funding, including grant writing and concept notes.

### **Other research functions:**

- Conducting high quality primary and secondary research on projects related to Dr Edwards' academic interests, including upcoming book projects and articles on areas such as State behaviour, human rights, women's rights, and refugee rights. Outputs might include contributions and drafts of academic articles, book

chapters, speeches, OpEds, reports, advocacy materials, briefing notes, toolkits and commentary.

- Preparing teaching and training materials and course outlines.
- Contributing interesting, unique and engaging content for web-based and social media platforms.