



JUSTICE WITHOUT BORDERS

*Because the right to just compensation shouldn't end
Even when a victim returns home*

POSITION ANNOUNCEMENT: Graduate Fellowship (Legal Officer) Hong Kong Office Justice Without Borders

Justice Without Borders (JWB) is inviting applications for a Hong Kong-based **Graduate Fellowship (Legal Officer)** Position. The position includes a stipend and is available immediately upon hiring. The term is initially 12 months.

This is an excellent opportunity for recent law graduates interested in getting hands-on experience with the operations at a regional non-profit organisation, while supporting pro bono legal work on behalf of migrant workers with legal needs in Hong Kong.

ABOUT JUSTICE WITHOUT BORDERS

Justice Without Borders is a regional not-for-profit organisation that works to enable access to just compensation for victims of labour exploitation and human trafficking, even after they return home. Focusing on key countries in the Asia-Pacific region, JWB develops the networks, knowledge and knowhow needed to make access to justice a reality for migrant workers, no matter where they happen to be. Learn more at www.forjusticewithoutborders.org.



POSITION DESCRIPTION

The Legal Officer will report to the Hong Kong Head of Office, and assist with the management of a team of student Legal Fellows who help carry out our work.

Key responsibilities:

Case management:

- Identify viable cases and prepare litigation packages for JWB's pro bono lawyers;
- Work with our offices in Indonesia and partners in the Philippines on cases.
- Prepare client statements for submission to the Labour Department, Labour Tribunal, Small Claims Tribunal, Equal Opportunities Commission.

Managing strategic legal research: Work with our student fellows and law firm partners to complete selected research. Topics will depend on the needs of ongoing cases.

Developing and organising trainings for frontline partners and CPD workshops for pro bono lawyers:

- Assist with research and stakeholder meetings to keep abreast of issues affecting migrant workers in Hong Kong;
- Assist with identifying challenges our frontline NGO and union partners face in pursuing civil claims for migrant workers.

Fundraising: Assist the Executive Director and Hong Kong Head of Office in research on potential sources of funding, grant writing and organising JWB's annual fundraisers.

PR/Operations: Prepare and/or review content of PR materials for stakeholders in Hong Kong; assist with administrative tasks common to a small regional organisation.

TERMS OF WORK

Duration: Immediate hire, lasting initially for 12 months.

Weekly hours: Full-time.

Remuneration: Stipend provided.

QUALIFICATIONS

Essential qualifications:

- Based in and eligible to work in Hong Kong;
- Recent law graduate (LLB, JD, LL.M, etc.);
- Demonstrated passion and commitment to public interest causes;
- Native/near native English and Chinese (Cantonese) ability, with excellent writing, communications, presentation and analytical skills;
- Strong interpersonal skills and ability to work well in an intellectual environment;
- Exceptional team attitude and desire to work as part of a team that include pro bono volunteers, especially law students;
- Willingness to learn and to go beyond one's comfort zone;
- Self-directed and able to follow through on tasks and responsibilities independently.

Desirable qualifications:

- Previous experience working with non-profit organisations;
- Experience in migrant worker issues or related fields;
- Fluency in spoken and written Bahasa Indonesia or Tagalog.

Applications are accepted on a rolling basis.

To apply, please send a cover letter, CV and writing sample to:

Justine Lam
Hong Kong Head of Office
justine@forjusticewithoutborders.org