Researcher (Arabic-Speaking)

Location: Flexible (remote work)
Salary/Fees: competitive
Contract: Part time 4 days/week - Fixed Term
Start date: Immediately (1st July 2024)
Reports to: Head of MENA region

Closing date for applications: Thursday 13 June 18:00 BST

JOB SUMMARY
The primary role of the Researcher (Arabic-Speaking) is to research and verify individual cases of writers seeking support and protection, from the Middle East and North Africa (MENA) with a special focus on Palestine. The post holder will report to the Head of the MENA region and assist in PEN International’s research efforts on behalf of writers at risk in Palestine and across the region.

This post holder may also be tasked to assist in researching the range of protection options through the PEN network and other partners, in the development of advocacy strategies to support and protect writers at risk.

KEY RESPONSIBILITIES:

Provide protection solutions to persecuted writers by:
- Conducting robust research and verification of cases of writers claiming persecution.
- Communicating with writers claiming persecution from the MENA region about possible protection options in a secure manner and assisting the Head of MENA region to seek ways to mitigate immediate risks which they may be facing.
- Supporting the Head of Region in determining and implementing appropriate support to persecuted writers, particularly applications for the PEN Emergency Fund and other grant sources, and letters to duty bearers (eg regarding asylum claims).
- Coordinating with key partners in the secure sharing of information on individual cases of writers.
- Monitoring, researching, investigating and analysing freedom of expression-related developments in order to provide timely, accurate, independent and impartial assessments and expert advice on the freedom of expression situation in Palestine and the MENA region.

PERSON SPECIFICATION:

Essential:
- Language skills: fluent spoken and written Arabic and English are essential.
- Experience of working in the MENA region, and experience of working on Palestine is preferred.
• Expert knowledge of human rights or related issues, preferably in the field of freedom of expression and protection, and knowledge of international human rights and humanitarian law.
• Proven experience of undertaking research on human rights or related issues.
• Experience of working with persecuted/vulnerable individuals, and ability to deal in a sensitive and understanding manner with a variety of people, including survivors of human rights violations and others who may be distressed.
• Understanding of the importance of confidentiality and sensitivity in all aspects of the work of PEN International and willingness to apply those principles.
• Ability to gather information from a wide variety of credible sources, to summarise and conduct preliminary analysis of risk faced by persecuted writers.
• Good organisational and time management skills with the ability to work under pressure and to meet deadlines.
• Ability to draft correspondence and other materials for a range of audiences.
• Ability to use common office software packages including Word, Excel, and Outlook.

Desirable:
• Interest in literature.
• Experience of managing social media campaigns.

About us:
PEN International was founded in London, UK, in 1921, simply as PEN. Today, PEN is recognised as the world’s foremost association of writers and as a leading expert on freedom of expression. It operates across five continents in over 90 countries, with 130 Centres supporting unhampered transmission of thought within each nation and between all nations. PEN International is guided by the ideals of the PEN Charter, which expresses every member’s commitment to protecting the free exchange of ideas and promoting the value of literature.

PEN International Values:
• Commitment to upholding the values of the Charter of PEN International.
• Commitment to accountability, transparency and fairness.
• Commitment to equality and cultural diversity and their application at work.

PLEASE SEND YOUR CV AND COVER LETTER TO hr@pen-international.org by the closing date for applications: Thursday 13 June 18:00 BST