



## Job Specification:

### Internship (various programmes, 3 months length)

#### About Us

Adalah, translating to 'justice in Arabic, is Yemen's international law NGO. Adalah was established to address the complex legal issues arising from the recent conflict in Yemen. Adalah is a non-aligned and non-governmental international law organisation providing legal support on the ground to the difficulties faced by civil society, international institutions and other stakeholders with an interest in Yemen.

Adalah's mandate is to promote human rights and the rule of law in Yemen; develop and empower local civil society; and advocate for Yemen's issues among internationals, local stakeholders and the general public.

Adalah is headquartered in London, UK but we have ground operations in Yemen and operational bases in the United States.

#### About Our Internships

Adalah interns are highly regarded for the talent and proficiency they transfer to our work. Our aim is to provide our interns with intuitiveness and understanding of our daily work as legal advocates and researchers.

As an intern, you will be set specific objectives by your line manager, agreed with you, to achieve in a set period of time. Your work with Adalah will enable you to experience having responsibility at a world-renowned international organisation and enhancing your workplace skills. This will prepare you effectively for project-related tasks you face in the workplace.

If you are interested in international law and/or human rights and want to work on the most cutting edge of international legal issues, this is the perfect opportunity for you.

We understand that getting your foot through the door can be difficult, therefore we are open to recruit applicants with little or no prior experience in the field. All that is required is passion and a commitment to our work and our values.

Adalah has three internship programme pathways that seek to best align your interests with the work we do. Please state your preference from the below list when applying (if you have no specific preference, we will best align you based on your application):

- International Law Programme

- **Human Rights Research Programme**
- **International Relations and Strategic Operations Programme**

## **Responsibilities**

Adalah's interns are expected to conduct research to support our scope of work and policy agenda on: providing human rights recommendations, initiating awareness campaigns, conducting legal consultations and reporting on the economic development that will impact Yemen's current situation.

### ***Other duties include:***

- Assisting with research on the humanitarian crisis, human rights violations and injustice in Yemen
- Supporting with collating information and data analysis
- Drafting reports and briefings
- Providing general organisational and logistical support to all research divisions across Adalah

## **Required Skills and Experience**

- Undergraduate, post-graduate student or graduate in the fields of law, social science, economics, politics, international relations or similar.
- Diplomatic, impartial nature in compliance with Adalah's policies
- Excellent research skills involving collating and analysing data
- Excellent writing skills along with accuracy and attention to detail
- Fluent in English and having an additional language is highly desirable (Arabic)
- Efficient in time management and organisation
- Ability to demonstrate communication and interpersonal skills
- Sufficient IT skills, including proficiency in Microsoft Office.
- Effective team player and works on own initiative
- Commitment to developing Yemen and encouraging human rights/the rule of law.

## **Internship Duration and Commitment**

Typically, internships last three months in duration and interns are expected to devote 18 hours a week to the programme.

Internship durations may be extended under exceptional circumstances.

## **Criteria**

All our internships are unpaid; some discretionary stipends may be available to cover travel (when necessary).

We encourage applications from all backgrounds and in particular, students or graduates.

## **Location**

Our internships can be undertaken from home anywhere in the world using our Global Dashboard software.

All interns will be expected to attend an induction event, either in person (for all UK-based interns) and virtually via Skype (for those outside of the UK).

## **How to Apply**

All applications must be submitted online, please visit

<https://adalahyemen.typeform.com/to/R2SPje> to complete the form.

Once your application has been submitted, we aim to review it within 14 days and revert to you with response.

### ***What happens next?***

If you are successful, you will be invited to interview with you either in person in the UK (Liverpool or London) or in the US (our US operations are located at New Haven, Connecticut).

You will receive confirmation by email as to the outcome of your interview. Those who are successful will then be informed of their start date, specific programme pathway, induction date and line manager.

Those who are unsuccessful at this stage can request feedback upon request.

## **For more information**

Please refer to our website for further information, [www.adalahyemen.org/internships](http://www.adalahyemen.org/internships).

Adalah aims to provide an inclusive work environment and is an equal opportunity employer devoted to fulfilling an 'open-arms' policy by creating and providing an environment that treats everyone fairly and equally."

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