



ICRC

Function and Job Description Tokyo Delegation

FUNCTION: Legal Intern, 2022 (July – Dec)
PLACE OF EMPLOYMENT: Tokyo

BACKGROUND

The ICRC Delegation in Japan is present for more than 12 years, with its mission to influence global humanitarian policies, mobilize intellectual, technical and financial resources, support ICRC operations and promote NIIHA. In Japan, the ICRC works with the Japanese Red Cross Society (JRCS) as well as other interlocutors (e.g. Ministries) for promotion and dissemination of International Humanitarian Law (IHL). The ICRC's activities concerning IHL include raising awareness among authorities, academia and civil society and creating a forum for debate and shaping public opinion on the means of warfare, weapons of mass destruction, and development of new technologies of warfare amongst others.

As its activities and outreach have expanded, the ICRC Delegation in Japan is launching an internship programme to support its work and carry out specific IHL related tasks that do not require the recruitment of a full time staff (e.g. research on legal issues, support in a specific event, etc.).

It is expected that the internship opportunity will benefit both the intern and the ICRC. The intern will be able to learn from and have experience with the ICRC, particularly on IHL-related works unique to the ICRC, before pursuing professional career in the area of IHL or with humanitarian organizations. The ICRC will be able to receive support from the intern primarily on IHL-related works. The intern is expected to undertake a variety of assignments, including carrying out research on specific thematic issues related to IHL as well as domestic legislation relevant to IHL, and reviewing legal documents, both in Japanese and in English. The intern also provides support to contribute to the preparation of IHL-related events and meetings, including preparing draft reports and minutes of meetings that is planned to take place in Japan and Asia Pacific.

FUNCTION DESCRIPTION

Intern- International Humanitarian Law

Objective

- To contribute to the thematic and operational priorities of the Japan Delegation;
- To help the ICRC Delegation in Japan meet its objectives and carry out its activities in relation to IHL;
- To contribute to enhanced understanding of IHL both, among interlocutors and within the delegation and the humanitarian sector;
- To open new networking possibilities via the intern.

Minimum required knowledge & experience:

- Completed (or enrolled in) a master's degree program or higher;
- A university degree in law or international relations or a master's degree in international law (or an equivalent post-graduate legal training);
- Demonstrable strong knowledge of IHL;
- Excellent oral and written English and Japanese skills.

Job Description

- ❖ Supports Regional Legal Adviser for Southeast Asia and Japan and the Delegation in Japan for IHL implementation, integration, and dissemination measures, including but not limited to:

- Under the guidance and direct supervision of Regional Legal Adviser for Southeast Asia and Japan, provides assistance in conducting research and analysis on international humanitarian law (IHL) and/or other relevant legal regimes.
 - Provides assistance to the Delegation in Japan in dissemination and promotion of IHL to the authorities, academic circles (i.e. IHL competitions), and the general public.
 - Assists in IHL events such as legal conferences, workshops, and roundtable discussions in Asia Pacific.
 - Keeps abreast of the development in Japan and the region on the matters related to IHL and other legal issues (e.g. religion, detention, conduct of hostilities, cyber warfare, weapons and new technologies in warfare, migration, counter-terrorism, human rights, etc.) through web-based research, attending internal/external seminars/events, or other relevant means.
 - Produces a report on a fortnightly or monthly basis – as finalized with supervisor - with the update of major development related to IHL or issues related to humanitarian actions of interest to the Delegation as well as the progress made for the assigned task.
 - Translates IHL publications of legal nature from/to English to/from Japanese.
 - Updates the ICRC's customary IHL database.
 - Provides contribution to the delegation's communication platform on updates regarding IHL issues when necessary.
- ❖ Contributes at least one (1) article on IHL-related issues to the Delegation's webpage during the internship period. Details on this particular task will be discussed with his/her Supervisor in the briefing period.
 - ❖ Understands the composition, roles, and functions of the different members of the International Red Cross and Red Crescent Movement.
 - ❖ Applies the ICRC's Code of Conduct and Security Rules at all times.
 - ❖ Performs all duties with the highest level of confidentiality in the interest of the employees and the ICRC.
 - ❖ Subject to approval of his/her direct supervisor and for the purpose of exposure, the intern may also support other units in the Delegation when necessary.
 - ❖ Performs other tasks and duties when necessary.

Managing and Reporting Line

The intern reports to Regional Legal Adviser for Southeast Asia and Japan and receives day-to-day support from the Tokyo Delegation (mainly from Humanitarian Affairs Advisor and Programme Officer). She or he is expected to collaborate with colleagues throughout the Delegation in order to carry out these and other reasonably related duties.

ADMINISTRATIVE INFORMATION

Location: The ICRC requests all applicants be able to work from the ICRC' office in Tokyo or depending on circumstances of COVID-19, from outside the office. The intern will be subject to the same "work-from-home" policies as ICRC staff during the period of the intern.

Hours and Start/End Dates: The Intern Programme is proposed to take place for six (6) months. This is a full-time intern programme with a mandated time to be present at work for forty (40) hours a week, 8am to 5pm or 9am to 6pm with 1 (one) hour lunch break, Monday to Friday. The intern may be expected to work or travel on weekends and holidays, which will be compensated accordingly. This is however exceptional and subject to the request and approval of the supervisor. The exact working schedule of the intern will be set by his/her Supervisor.

Benefits: This is a paid intern.

How to Apply: To apply for the position, please visit the [career site](#) at the ICRC Delegation in Japan. Application requires a CV, brief writing sample and cover letter. Due to the large number of applications, only shortlisted candidates will be contacted further. Applications are due 15 April 2022. For inquiries, please contact tok_tokyo_Mailbox@icrc.org .

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified candidates.