

**JOB DESCRIPTION**  
**AMNESTY INTERNATIONAL**  
INTERNATIONAL SECRETARIAT

**AMNESTY**  
INTERNATIONAL



**JOB TITLE** Deputy Regional Director – Research (Grade 6)

**PROGRAMME** East and South East Asia and the Pacific Regional Office

**LOCATION** Bangkok preferred

**JOB PURPOSE**

One of five deputies in the regional office, the deputy regional director for research is an integral member of the management team, working with the regional director to set goals and priorities for the office, supervise regional staff, and allocate the office's resources. The post is specifically responsible for guiding Amnesty International's research and documentation of human rights violations in the region, ensuring timely, persuasive and strategic outputs.

**DEPARTMENT PURPOSE**

The East and South East Asia and the Pacific Regional Office (ESEAPRO) monitors human rights developments across East and South East Asia, conducting advocacy and campaigning aimed at persuading governments, armed groups, and businesses to improve their human rights practices. A major focus of the office is the human rights situation in China, as well as China's role in influencing human rights conditions in countries across the world. Besides carrying out its own research, advocacy and campaigning, the office advises and supports national Amnesty International offices located in the region. It also works with the broader Amnesty International movement to achieve positive change in the region and strengthen human rights globally.

**AIIS PURPOSE**

The International Secretariat, which operates from locations around the world, gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We provide strategic leadership, support and advice to the AI movement globally, fostering AI's contribution, presence and public accountability throughout the world.

**WORKING RELATIONSHIPS**

**Reporting to**

Regional Director for East and South East Asia and the Pacific

**Posts this job manages**

Regional researchers; other senior advisors, RCCAs, volunteers and/or consultants as appropriate.

### **Other key relationships**

Deputies for Campaigns, Communication, China, and Movement Building.  
Key Global and Thematic teams, International Advocacy staff, Media Team

### **MAIN RESPONSIBILITIES**

- Together with the regional director, select human rights topics for in-depth investigation, hone strategies for achieving positive human rights impact, and identify emerging human rights trends.
- Work with the regional director to recruit and manage research and advocacy staff in the regional office, including those working remotely, fostering a culture of professionalism, performance, and accountability.
- Provide mentoring and guidance to research and advocacy staff, nurturing talent and supporting the development of skills and expertise.
- Assist the director in establishing clear work plans and manageable workloads for staff, and communicate priorities clearly and effectively. Provide oversight in ensuring that assignments are carried out in a competent manner.
- Edit research and other outputs.
- Help ensure the security of regional staff and offices, including the security of staff visiting challenging environments to conduct fact-finding and documentation.
- Work with research and advocacy staff to produce high quality outputs, ensuring that research methodologies are sound, ethical, and effective, that relevant legal and policy issues are addressed, and that the material is explained and presented so as to make a compelling case for change.
- Represent Amnesty International publicly, including before the news media and civil society.
- Communicate Amnesty International's positions and concerns both in public fora and in private meetings with government officials, diplomats, journalists, NGOs, and others, including at the highest levels.
- As a member of the regional management team, develop and report on the office's budget, and monitor and manage the office's expenditures.
- Build and maintain productive working relationships with Amnesty's sections (national offices) in the region, and develop coordinated strategies to deliver positive human rights change.
- Participate in the management of the International Secretariat, including by contributing to the development of strategic and operational plans.
- Travel domestically and internationally, as necessary for internal

Amnesty meetings, external research and advocacy, and other activities.

*This is not an exhaustive list of duties. Flexibility is required and the post holder is expected to carry out any other related duties that are within that person's skills and capabilities whenever reasonably instructed.*

#### **WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?**

- Amnesty publishes timely, persuasive, and credible reports on strategically chosen human rights issues in the region, which receive prominent coverage in international and domestic media.
- Governments and international organizations respect the organization's findings and expertise, and engage with the regional office to institute human rights reforms.
- Amnesty's research findings find a large echo in the public and fuel effective campaigning activities across the movement.
- Researchers and advocates at the regional office develop greater knowledge, skills, and expertise, and feel valued and fairly treated.
- With the help of the deputy regional director, the regional office functions smoothly and effectively, contributing to the implementation of Amnesty International's global mission.

#### **SKILLS AND EXPERIENCE**

##### **Knowledge and experience**

- Extensive experience working in the region, and an expert understanding of the political, economic, and human rights issues the region faces.
- At least 10 years of experience in international human rights, including in developing human rights research strategies and in using human rights research for advocacy purposes, and an in-depth knowledge of the international human rights legal framework.
- Knowledge of field security issues and the ability to manage them appropriately, ideally gained through work in conflict or other high-risk situations.
- Track record of dealing with the media and developing relationships with journalists.
- Experience working in a leadership role in a complex organization, ideally based outside the organization's "head" office.
- At least five years of experience in a management position.

##### **Competencies**

- Excellent political and strategic judgment.
- Proven managerial skills.
- Strong editing skills.

- Ability to represent AI in high-level meetings and before the media.
- Ability to think creatively and strategically, to formulate plans and adapt them as required.
- Ability to work under pressure, manage conflicting demands, meet deadlines, and respond to events.
- Capable of managing financial resources, including setting, managing and monitoring budgets.
- Excellent written and verbal communications skills in English are essential.
- Fluency in one or more language(s) from the region is desirable.
- Thorough knowledge of computer privacy tools and solid understanding of online security issues.
- Willing to spend up to a third of the year on work-related travel.

#### **Personal style and attributes**

- Ability to direct work and collaborate with others to achieve results.
- Ability to establish and maintain relationships with a broad range of people across the movement and externally.
- Ability to design and implement effective systems for tracking schedules, work plans, and priorities for top level management.
- Takes ownership of responsibilities, honours commitments, supports subordinates, provides direction to those carrying out delegated assignments.
- Comfortable managing conflict, and able to broker fair and equitable solutions.
- Ability to engage and influence.

#### **HOW WE WORK – OUR BEHAVIOURS:**

Our organisational culture; which essentially represents how we behave, our working relationships and our ability to collaborate as a movement, underpins everything we do and is pivotal to the success of our impact. Our five behaviours form the basis of the type of culture we want to have in Amnesty:

- **Accountable** - I consistently strive to reach my goals in a thorough, timely way that I can be proud of, and I re-empower others to do the same.
- **Considerate** - I support my colleagues, and try to find out what motivates them to do their best, and what pressures they are under, so that I can consider this when we work together.
- **Creative** - I continuously look for new and creative solutions and encourage others' ideas so that we can adapt and succeed in an ever-changing and uncertain global environment
- **Decisive** - I make sound judgements within my work so that a project or activity can progress with pace and confidence.
- **Respectful** - I treat my colleagues with equality and dignity, and assume they have integrity. I value the different perspectives of my colleagues as

well as my own and show them that their contributions and expertise matter.

**EQUALITY STATEMENT**

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

**CONFLICT OF INTEREST**

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.