

ご注意: 採用された方には、日本語、英語の二か国語が流暢で、主に英語を話すスタッフとメールや電話でコミュニケーションをとれることが求められます。こうした理由から、職務内容のご案内は英語版のみをご用意いたしました。また、仕事のスケジュールに柔軟に対応ができ、欧米勤務の同僚と毎週（東京時間の午後）行われる電話会議に参加できることが必要条件です。

Please note: This job description has been published in English only, as the successful candidate will require fluency in both Japanese and English, and be able to communicate by email/telephone with a largely English-speaking staff. Candidates will also need flexibility in their working schedules to be able to participate in weekly calls with US/European-based colleagues (i.e. Tokyo p.m. hours).

Job Description & Personal Specification

Job title:	Japan Officer, Centre for Sport and Human Rights
Reporting to:	Deputy Chief Executive, Centre for Sport and Human Rights
Consultancy Duration:	2.5 days per week, from 1 November 2018 - 31 October 2019 (possibility of extension subject to funding and performance). Two-months' probation period. Office closed from 20th December 2018 – 1 st January 2019.
Location:	Tokyo, Japan. Home-based as a consultant. The applicant must already have permission to work in Japan.
Pay:	Competitive day rate benchmarked against Tokyo standards; based on experience

Background

Founded in 2009, the Institute for Human Rights and Business (“IHRB”) is the leading international think tank on business and human rights. IHRB’s mission is to shape policy, advance practice and strengthen accountability in order to make respect for human rights part of everyday business. IHRB works directly with civil society actors, trade unions, governments, business, international agencies, NHRIs, academia, and others to advance understanding and uptake of the international human rights standards and evaluate the effectiveness of current policies, operational practices, and multi-stakeholder initiatives on human rights.

Since 2012 IHRB has developed a role as the leading organization working globally on the issue of human rights and mega-sporting events (“MSEs”). After several years of consultation and

development,¹ this led to the launch in June 2018 of the Centre for Sport and Human Rights, an unprecedented alliance of intergovernmental organizations, governments, sports bodies, athletes, hosts, sponsors, broadcasters, civil society representatives, trade unions, employers and their associations, and national human rights institutions.²

The Centre will work with all actors to (i) share knowledge and lessons learned, (ii) build capacities, and (iii) help to shape and strengthen mechanisms for transparency and accountability in the world of sport.

IHRB serves as the 'host' of the Centre through the end of 2020, in order to develop its institutional capacity and sustainability, before it will become a fully independent organisation in 2021. The Japan Officer would have a consultancy agreement with IHRB to work exclusively on developing the programmes of the Centre, specifically with regard to Japan.

Job Description

IHRB and the Centre for Sport and Human Rights are recruiting a dynamic and experienced Consultant to lead its work in Japan. The post-holder will be responsible for supporting and promoting the work of the Centre for Sport and Human Rights to Japanese and Asian stakeholders, as well as transferring this local work and knowledge internationally.

The Centre would also welcome proposals for this role to be structured as a secondment.

Main Duties & Responsibilities:

These will include but not be restricted to the following:

- Regular liaison and relationship building with stakeholders in Japan, covering all constituencies, including government and intergovernmental organisations, business, sports organisations, trade unions, and civil society.
- Outreach to local civil society organisations, potentially affected groups, and their legitimate representatives, including athletes, communities, workers, volunteers, fans, the free press and human rights defenders.
- Desk research to support the work of the Centre in Japan, with a particular focus on the Tokyo 2020 Olympic & Paralympic Games and the 2019 Rugby World Cup.
- Focal point for collation of information on sport activity in the region, and contributing to briefing notes.
- The efficient and accurate translation of materials between Japanese and English, to support the Centre's effective communications at the local level. In addition, verbal translation during Centre meetings with Japanese stakeholders will be required on an ad hoc basis.
- Representation of the Centre at local, regional, and international fora.

¹ See joint statement setting out collective commitment to launch the Centre here: https://www.ihrb.org/uploads/news-uploads/Centre_for_Sport_and_Human_Rights_-_Joint_Statement_-_English.pdf. See meeting report from the second annual sporting chance forum here: <https://www.ihrb.org/focus-areas/mega-sporting-events/2017-sporting-chance-forum-meeting-report>

² www.sporhumanrights.org

- Local planning and logistics management for workshops and events in Japan.
- Contribution to Centre publications and outputs.

Location and Travel:

- The Consultant will work from their home base and will report to the Centre’s Deputy Chief Executive. Communication will mostly be via Skype or e-mail.
- The Consultant must ensure that their place of work has a reliable internet connection.
- The position will involve some national, regional, and limited international travel.

Person Specification:

The successful applicant will have recent experience working in the field of human rights and business in Japan or the wider region.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A degree in a relevant field, or equivalent experience. 	<ul style="list-style-type: none"> • A Masters degree in a relevant field, or equivalent experience.
Experience & Knowledge	<ul style="list-style-type: none"> • No less than 5 years demonstrable and recent work experience in a professional setting undertaking the types of duties and responsibilities required in this role, to include engaging with governments, companies, local civil society organisations, business associations and multi-stakeholder initiatives. • Excellent network of business and human rights related contacts in Japan • Good understanding of the human rights risks and opportunities of sport and mega-sporting events globally, and in Japan. • An understanding of the international human rights system, business and human rights and corporate responsibility, and sustainability • Experience of events management 	<ul style="list-style-type: none"> • Experience relating to human rights and business, corporate responsibility, government advocacy, labour regulation or enforcement, development or related issues. • Excellent network of business and human rights related contacts in the wider region.
Skills	<ul style="list-style-type: none"> • Fluency in written and spoken English and Japanese in order to provide efficient and accurate translations (of written materials and verbally). 	<ul style="list-style-type: none"> • Synthesising information from research or meeting discussions into succinct form.

	<ul style="list-style-type: none"> • Ability to independently plan, organise, and prioritise workloads and meet deadlines. • Ability to seek out and engage with a range of different stakeholders and build relationships • Ability to spot, create or develop opportunities that would advance the programme. • Excellent communication skills, both written and verbal. • Excellent time management skills and ability to prioritise workload. 	
Personal Qualities	<ul style="list-style-type: none"> • Proven ability to be proactive, self-motivating, and happy to work in an unsupervised environment and within a virtual team. • Collegiate approach to working • Keen attention to detail. • Flexibility and pragmatism. • Ability to work well under pressure. • Willingness to undertake some domestic or international travel (sometimes at short notice). 	<ul style="list-style-type: none"> • Interest in wider business and human rights challenges and developments

Application Process

Please email your CV and a covering letter (2 pages max) with two referees to Kia Kyhl at recruitment@ihrb.org. Please include where you saw the vacancy advertised.

Application deadline: Saturday 6th October 2018, 10pm (JST/Japan Standard Time).

Interviews: Shortlisted applicants will be notified by email and invited to interview by Monday 8th October 2018. Only successful applicants will be notified.

Interviews will be on 11 & 12 October 2018 between 4-10pm (JST).

All interviews will be conducted by Skype video.

Shortlisted applicants will also be required to complete a short written assessment 60 minutes before the interview start time. Applicants should therefore plan to be available for a full 2-hour period for the written assessment and video interview.

At least 2 satisfactory references will be sought for the successful candidate.

Expected Start Date: Early November 2018