



Institute for Human Rights and Business

Making respect for
human rights part of
everyday business.

CANDIDATE PACK

Gulf Regional Coordinator

APPLICATION DEADLINE

11 January 2021, 9am UK time

www.IHRB.org

Colombia | Denmark | Myanmar | Singapore | Switzerland | UK | USA

About IHRB

Founded in 2009, The Institute for Human Rights and Business (IHRB) is dedicated to being a global centre of excellence and expertise on the relationship between business and internationally proclaimed human rights standards. We provide a trusted, impartial space for dialogue and independent analysis to deepen understanding of human rights challenges and issues and the appropriate role of business. IHRB works to raise corporate standards and strengthen public policy to ensure that the activities of companies do not contribute to human rights abuses, and in fact lead to positive outcomes.

IHRB is a 'think and do tank', with a strong reputation both for its business and human rights research and policy work as well as its operational engagement in a number of countries. IHRB seeks to embed international business and human rights standards within responsible business practice in a wide range of countries and industry sectors, working with government, business and civil society. IHRB's approach is catalytic, impartial and collaborative.

IHRB values the positive impact that different experience and perspectives contribute to our team. We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills and abilities. We welcome applicants from groups that are under-represented in our field or who may face institutional barriers in accessing opportunities, including Black, Asian and ethnic minority candidates, and persons with disabilities.

THE ROLE

Job Title: Gulf Regional Co-ordinator
Reporting to: Head of Labour Rights
Start date: 8 February 2021 (ideally)
Hours: Part-time. 22.5 hours per week (3 days), or 30 hours per week (4 days)

Location: Remote/Home-based, location flexible. Preference given to compatibility with European time zones. Candidates must already have permission to work in the country of their location.

Duration: 12 months renewable annually subject to funding and performance, with 3-month probationary period.

Pay: £37,000-47,000 per annum pro-rata, depending on experience. This post will have a contract or consultancy agreement subject to UK law. Equivalent consulting rate offered to non-UK based consultants. PAYE contracts can be offered to UK-based applicants.

The Regional Co-ordinator will coordinate IHRB's Middle East research and outreach support across five Gulf States (Bahrain, Kuwait, Oman, Saudi Arabia and UAE). The work will include working closely with researchers and consultants both within the Gulf and globally, and contributing to the strategic direction of IHRB's overall work in the region. It will include liaising with business, civil society, governments, UN agencies, academic institutions and migrant worker organisations, with the purpose of progressing policy and practice to improve the rights and working/living conditions of migrant workers in the Gulf, as well as the economic well-being of families in countries of origin. This post requires substantial knowledge of the region and the issues, a high degree of diplomacy and political awareness for what is sensitive work. The Regional Co-ordinator will work from their home base and will report to IHRB's Head of Labour

Rights (based in the UK). Communication will mostly be via Zoom or e-mail, and if the candidate is UK based, will also involve regular meetings with other IHRB staff in Central London (COVID-19 restrictions permitting). The Regional Co-ordinator must ensure they have a suitable place of work to include a good internet connection. Visits to Gulf States will become a regular requirement (e.g. once a quarter) when the COVID-19 restrictions allow.

Key responsibilities will include, but are not limited to:

- Coordinating the work of external researchers and consultants, including facilitating meetings, liaising with external contributors and consolidating/reviewing research outputs.
- Liaising with other academics and experts across a range of disciplines, including human rights, migration studies, finance, economics, labour rights and geopolitics.
- Synthesising research findings into internal and external papers, research notes and recommendations.
- Undertaking strategic outreach work in relation to the Gulf, including representing IHRB within the Gulf and in Europe under direction of the Head of Labour Rights.
- Building a network of contacts in academia, business, government and civil society.
- Joining IHRB team meetings and other internal meetings, and playing an active role in team discussions on regional themes and developments.

WHAT WE'RE LOOKING FOR

The successful candidate will have:

	Essential	Desirable
Qualifications	University degree (or equivalent experience)	Further education certificate/ diploma in relevant field.
Experience	<p>At least 5 years of proven research experience relating to a relevant discipline.</p> <p>At least 2 years of experience undertaking work that has required awareness of political sensitivities and the maintenance of trust through careful diplomacy.</p> <p>Proven track record in editing and reviewing research papers.</p> <p>Proven track record of successfully establishing and maintaining relationships with relevant stakeholders.</p>	<p>Experience working within Gulf States.</p> <p>Experience working across business, government and/or not-for-profit organisations.</p> <p>Experience working in an unsupervised environment on a regular basis and working with a 'virtual' team in varying time-zones.</p>

	Essential	Desirable
Knowledge and Skills	<p>Strong knowledge of the Gulf and its political, economic and social nuances.</p> <p>Strong diplomatic skills and ability to exercise political judgement.</p> <p>Fluency in spoken English, and excellent writing and editing skills in English</p> <p>Competency using telecommunications applications (Skype, Zoom)</p> <p>Excellent communication skills and co-ordination across teams and time-zones. Fluency in written and spoken English.</p> <p>Excellent time management skills and the ability to plan, organise and prioritise workload, and meet deadlines.</p> <p>A strong work and team ethic</p>	<p>Working knowledge of Arabic</p> <p>Good understanding of how political and economic developments can affect Business & Human Rights trends.</p> <p>Knowledge in the following areas:</p> <ul style="list-style-type: none"> • Economics • Finance • Migration studies
Personal Qualities	<p>Proven ability to be proactive and self-motivating.</p> <p>Commitment to multiculturalism and diversity.</p> <p>Attention to detail and ability to maintain a high level of accuracy in preparing and presenting information.</p> <p>Awareness of the implications of working from home/remotely i.e. limited face-to-face interaction with colleagues in a geographically dispersed team.</p>	
Location	<p>Home based.</p> <p>Permission to work in the country of location.</p> <p>Eligible to travel to the UK, the Schengen Travel Area and Gulf States.</p>	<p>Preference given to compatibility with European time zones.</p>

APPLICATION PROCESS

1. **Deadline for application: 11 January 2021, 9am UK time**

2. **Interviews: Video interviews will be held on 20 and 21 January 2021 via Zoom.**

Interested applicants should ensure their availability for a 1 hour and 45 minutes slot on these dates. Short-listed candidates will be asked to complete a timed 45-minute written task (using their laptop and to be received and submitted by email), which will be followed by a video interview taking no more than one hour.

Short-listed candidates will be notified and invited by email by close of business on 15 January 2021. Only successful applicants will be notified.

3. **Expected start date: 8 February 2021 (ideally)**

Please email your CV and cover letter with two referees to Denise Derbyshire at: recruitment@ihrb.org. In your cover letter you must address the above person specification to show your suitability for this role, and indicate how many hours work per week you are applying for (the post can offer 3 or 4 days per week). Please also state where you saw the vacancy advertised. A job offer will be subject to at least two satisfactory references for the successful candidate.

IHRB is an equal opportunities employer. This means that it pledges to not discriminate against employees based on protected characteristics. Included in the candidate pack is an optional **Equality and Diversity Monitoring Form**. The information collected is confidential and anonymous and will not be used in any decision making for this role. You do not have to complete and return this document but doing so will help IHRB maintain equal opportunities in all of our recruitment processes.

Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.