



Junior Paralegal

Full time

Who We Are

In Sanskrit, Manushya means 'Human Being'. It was founded in 2017 by Emilie Palamy Pradichit, with the vision to build a movement of **Equal Human Beings** ∞ **#WeAreManushyan** ∞ Manushya is an Intersectional Feminist organization reinforcing the power of Humans, in particular local communities and women human rights defenders, to fight for Human Rights, Equality & Justice!

∞ Our Vision ∞

#WeAreManushyan • Equal Human Beings • We Believe in the 'Infinite Positive Power of Humans' in building together inclusive, just, equal and peaceful societies in Asia, where everyone enjoys human rights, leaving no one behind.

∞ Our Mission ∞

We connect and reinforce the power of local communities across Asia to be at the centre of decisions and policies that affect them. Communities become Agents of Change fighting for their rights and providing solutions to improve their lives and livelihoods.

∞ Our Thematic Focus ∞

1. **Digital Rights:** We work towards the promotion and protection of online freedom of expression and online privacy.
2. **Corporate Accountability & Climate Justice:** We're committed to put People & Planet over Profit!
3. **United Nations Accountability Mechanisms:** We reinforce the power of local communities to engage with UN Human Rights Mechanisms, ensuring their voices and needs are taken into account to improve the situation on the ground. We also pursue international litigation cases to bring Justice to communities!
4. **Powering Women Leaders:** We apply a gender lens to our work and ensure women human rights defenders lead human rights decisions and initiatives.
5. **Resourcing Human Rights Defenders:** We provide subgrants to marginalized communities affected by unfair policies and facing the most adverse impacts of business conducts.

∞ **How does change happen?** Check our website and social media platforms to learn more about our Theory Of Change, strategies and campaigns!

Our Social Media:

Website: <https://www.manushyafoundation.org/>

Facebook: <https://www.facebook.com/ManushyaFdn/>

Twitter: <https://twitter.com/ManushyaFdn>

LinkedIn: <https://www.linkedin.com/company/manushyafoundation/>

Youtube: https://www.youtube.com/channel/UCaU7V4i-UFVQnXSV4nVXRfEg_

Job description

You will be working with us for 10 months, **starting from March 2023**, supporting the development of our ongoing and future legal cases (national and international litigation). Your role will include providing legal support to all our ongoing litigation strategies through a rigorous evidence-based approach. You will also be assisting us in producing credible evidence at the grassroots level and producing research outputs that have the needs and experiences of local communities at their core. We are a small NGO, with the advantages and constraints attached. Every staff member plays an important role and carries responsibilities. Dedication is key as it greatly impacts the work of the organisation. It is, therefore, necessary to embrace the vision and goals of the organisation and fully commit to its success.

1) Description of Duties & Responsibilities

The Junior Paralegal would be based at the office of Manushya Foundation, in Bangkok, Thailand. The Junior Paralegal would primarily support and be responsible for supporting the work of Manushya Foundation's Corporate Accountability and Climate Justice portfolio:

- **Research:** Conduct legal research to support Manushya Foundation's legal and advocacy strategies to seek justice for communities facing human rights violations. These include investigating facts, collecting data during field trips, developing legal arguments & keeping track of changes in legal framework. Compiling information and preparing statistics, charts, graphs and other summaries to detail the findings. Support the translation of legal documents from Thai to English and English to Thai.
- **Coordinating the evidence:** Coordinate with community members and clients to obtain information and documents, and keep track of legal case updates with them. Organizing and managing documents, including the creation of spreadsheets and retrieval systems.
- **Writing:** Draft legal documents such as legal briefs and case briefs, correspondence and pleadings & assist in the drafting of complaints and follow-up complaints to the Thai judiciary, National Human Rights Commission of Thailand, Lao and Thai government authorities, AICHR representatives, and United Nation Human Rights Mechanisms in cases involving Business and Human Rights, corporate accountability and climate justice.
- **Advocacy:** Support Manushya Foundation's advocacy strategies at the national, regional, and international levels to lobby relevant government agencies and parliamentarians, United Nations instances, the diplomatic community, to ensure countries in ASEAN respect international human rights standards.
- **Campaigning & Comms:** Assist Manushya Foundation's campaign strategies aimed at seeking justice for communities suffering human rights abuses. Support the creation of social media content (web stories, blog posts etc.) to increase the overall visibility of our work. Support the translation of social media content between English and Thai.
- **Admin support:** Support the logistics and admin related to interviews, field trips, workshops and meetings, when required. Assist in any other relevant tasks as assigned by the supervisor.

2) Profile needed

- Degree in law, international law, human rights law or similar field;
- Strong interest in international human rights mechanisms and the United Nations system;
- Very good knowledge and understanding of the UN Guiding Principles on Business and Human Rights and international climate commitments (COP27);
- Ability to develop accurate, compelling research outputs on corporate accountability, climate justice, business and human rights issues aimed at a range of audiences;

- Good experience in legal/policy analysis;
- Strong analytical & organizational skills and dedication;
- Excellent command of oral and written Thai and English;
- At least one year of professional experience working in the legal field (experience in handling Corporate Accountability cases would be a strong asset!);
- Positive, team-orientation, and commitment to building trust-based relationships with colleagues. Honesty, loyalty and positivity are extremely valued and required;
- Emotional and professional maturity;
- Growth mindset, initiative-taking, and the ability to work in a multicultural environment;
- Good command of SLACK and Click-up to foster good internal project management and communication is an advantage.

3) Conditions & Benefits

The position is full-time and paid for a period of ten months. Salary will range from 15K to 18Kbaht depending on experience.

- This is a full-time position (Monday to Friday, with occasional weekend and evenings depending on field trips and workshops which are compensated as additional annual leave);
- Competitive remuneration in the human rights field, social security and add-on benefits after the 3-month probationary period;
- Organizational well-being;
- Flexible working hours;
- Feminist working culture, embracing diversity, equity and inclusion;
- 1,25 annual leave days per month, in addition to the observed public holidays;
- All travels related to work, field trips are covered by Manushya Foundation;
- Full involvement in Manushya's organizational development to create a better workplace for all.

4) How to apply?

To apply for this role, please send your **CV**, **cover letter**, **two writing samples** and an answer of no more than 500 words to one of the following questions:

- ***Why implementing mandatory human rights and environmental due diligence law in Southeast Asia, and in particular in Thailand, is of the utmost importance?***
- ***What is the current state of Indigenous Peoples rights in Southeast Asia?***

Those documents must be sent to:

morada@manushyafoundation.org

The deadline is 20 February 2023.

Contact: wearemanushyan@manushyafoundation.org

Manushya's Values

As an intersectional feminist human rights organization we apply a gender lens in our structure and in all we do: from our board, team members, to our work on the ground. In addition to feminism, we stand by the following core values:

- intersectionality
- love & compassion
- solidarity

- community & local leadership
- do no harm
- equality
- equity
- diversity & inclusion

Equal Opportunity

Manushya Foundation provides equal employment opportunities to all employees, volunteers, interns and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by international human rights law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

More on Manushya

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