Job Description: Project Administrator (East Asia)

Organisation	Human Rights Measurement Initiative (HRMI)
Location	Malaysia; remote position.
Hours	20 hours per week. We at HRMI offer fantastic flexibility and hours are flexible and negotiable.
Employment term	April – June 2025 with the possibility of extension contingent upon funding.
Remuneration	RM900/week
Reports to	Catherine Chong, HRMI Survey Operations and Engagement Lead.
Apply before	7th March 2025; please email your CV and Cover Letter to catherine.chong@hrmi.ngo

What we do

The **Human Rights Measurement Initiative** (HRMI) is a global not for profit working to produce comprehensive, free, easy-to-access scores tracking the human rights performance of countries around the world. All our data are published on the **Rights Tracker**.

The HRMI team is a fast-paced, high-achieving group of people, and everyone on the team is kind and enjoyable to work with. We are an empowering, diverse, and inspiring team to be part of - working hard to make the world a better place. Come and join us!

HRMI is a registered charity in Aotearoa New Zealand with a base in the United States, and contributors across the globe. New members to the HRMI team will be warmly welcomed into a supportive and fast-paced global team committed to improving people's lives around the world by producing world-changing human rights data.

Position overview

This is a unique opportunity for a multi-lingual professional who wants to use their skills to make a strategic and systemic difference in the world – to be part of a human rights revolution.

We are looking for a highly organised and detail-oriented Project Administrator to efficiently manage and update our **Rights Tracker** in preparation for our annual data launch. Proficiency in Chinese language is a requirement, though additional languages are advantageous. This role requires someone who can quickly learn and adapt to new tools, a keen eye for detail, and the capacity to maintain high data management standards.

HRMI is a highly-collaborative, growth-oriented start-up, so candidates should be personable and high-achieving, with a growth mindset and a willingness to jump in and get things done. They will be happy working independently and with initiative, while also being a team player. They will have excellent administration skills, be comfortable reaching out to new people, and have a demonstrated ability working with multiple languages.

Our ideal candidate is a highly organised self-starter and picks up new things quickly, with a great attitude to tackling both small and large tasks. You'll be a great communicator, poised under pressure, have plenty of initiative, and be used to managing your own workload.

Our values

Collaboration – We draw on the knowledge of human rights experts in countries around the world, and build bridges between those experts, academics, and others to better understand and promote what improves human rights outcomes.
Usefulness – We exist to serve the world. We produce work that is useful and valuable for a range of people, and constantly iterate to improve its usefulness.
Rigour – We submit all our work for academic peer review and pursue the highest standards of rigour in producing our data.
Transparency – We are clear about our methodologies and their shortcomings, so that data users know where our measures have come from and can help initiate improvements.
Innovation – We actively seek fresh insights to advance human rights through the development of new measures and new ways of using them to impact change.
Independence – In order to be credible, we produce measures of human rights independent of governments and other actors who may have conflicts of interest.

The role and responsibilities

- Manage updates and enhancements of the **Rights Tracker**, including raising glitches and issues. This role will play a core part in HRMI's annual data release, working with members of the HRMI team and our external RightsTracker website developer to get the latest data live on the Rights Tracker. Tasks may include:
  - Reminding stakeholders of deadlines
  - Uploading changes to the staging site
  - Editing the language text in the web developer's system
  - Meticulously checking data, scores and written text on the staging site
  - Providing communications support.
- Project manage the new updates of the transnational repression report, ensuring the report is uploaded to the RightsTracker in English and Chinese without errors.
- Contribute to the further development of the 'Behind the Numbers' narrative explanation of scores on the Rights Tracker.
- Ensure our resources are accurately translated and uploaded to the HRMI and RightsTracker websites.
- This role will be a key liaison between HRMI and our external RightsTracker's developer.

- Proofread materials in the language(s) that you know.
- Prepare survey communications and email templates for all our survey countries.
- Be a part of frequent Zoom meetings with colleagues in different countries.
- Collaborate with and support members of the HRMI team who lead survey operations, respondent engagement, outreach, and communications.

There will be opportunities to get involved in other areas of HRMI depending on your interest and availability (communications, fundraising and development, and lots more).

You will bring

- Excellent attention to detail, and a very strong focus on accuracy.
- Extremely high sensitivity to the high-risk nature of human rights work. A strong commitment to data security, risk management, and following our security protocols are required.
- Considerable experience with, and enthusiasm for working with stakeholders from diverse cultures. High awareness of cultural knowledge and sensitivity.
- Fluency in English, and either simplified Chinese or traditional Chinese are required.
- At least 3 years of experience in similar role.
- Tertiary education is desirable.
- Past success in autonomous roles. HRMI operates on a relatively flat structure where skilled individuals are trusted to manage their own workload, though cross-team working is encouraged.
- A growth mind-set and interest in learning new tools.

Employment conditions
- This is a fixed-term independent contractor position to begin around April and end 30 June 2025.
- The successful candidate will work independently as a contract consultant and will be responsible for providing their own devices. The candidate must ensure their devices have good cyber hygiene (both computers and phones), equipped with anti-virus protection and have a high-speed internet connection.
- The candidate is required to comply with all organisational and security policies.
- As this is an independent contractor position, the candidate will be responsible for ensuring compliance with all local employment regulations, including filing their own income tax returns and ensuring they have adequate insurance.
- As we are a global team, the role will also involve occasional joining of Zoom calls outside of usual business hours.