

Job Code & Title: 069591 Fellow, Post Doc (EE)	Business Title: Program Fellow (J.D., LL.M., or Ph.D.)
Department: Program on International Law and Armed Conflict (HLS PILAC)	
Grade: Not graded	
FLSA status: Exempt, monthly paid	
Reports to: HLS PILAC Director and/or HLS PILAC Research Director	
Revision date: December 2020	

SUMMARY:

The [Harvard Law School Program on International Law and Armed Conflict](#) (HLS PILAC) provides a platform for high-level, independent, and rigorous research and applied analysis on complex contemporary challenges concerning the international legal regulation of armed conflict.

HLS PILAC seeks a Program Fellow (J.D., LL.M., or Ph.D. required) to contribute — both independently and in collaboration with faculty and staff as well as external actors — to research, writing, editing, briefings, and events, as well as general programmatic administration. A significant portion of the research portfolio will focus on legal aspects concerning U.N. Security Council practice pertaining to intersections between counterterrorism measures and humanitarian action and to related domestic implementation.

ESSENTIAL FUNCTIONS:

The Program Fellow is expected to perform international legal research in various fields, including public international law, international humanitarian law, international human rights law, international criminal law, and United Nations law. In addition to performing international legal research, the Program Fellow is will perform analysis of comparative domestic law in respect of certain country contexts (to be determined) as well as policy analysis. The Program Fellow will professionally engage with scholars, practitioners, and officials.

The Program Fellow will draft original legal and policy reports and briefings; edit reports and other publications; assist in convening events; respond to queries; contribute to donor reports; collaborate with HLS PILAC faculty, staff, and research assistants, as well as external entities; and contribute to new and ongoing HLS PILAC projects. The ideal Program Fellow will be able to work with minimal oversight in designing and conducting HLS PILAC research and programmatic agendas.

ADDITIONAL RESPONSIBILITIES:

Additional responsibilities may be identified and added as they arise.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Basic Qualifications:

The Program Fellow will have completed a graduate law degree (J.D., LL.M., or Ph.D.). This position is designed for early-career applicants; the ideal candidate will have 0–5 years of relevant experience. Candidates must possess top-notch international legal research skills as demonstrated by academic record, prior research projects, publications, or employment experience (or a combination thereof). An excellent command of verbal and written English, an entrepreneurial spirit, flexibility, and creativity are musts.

Additional Qualifications:

The ideal candidate will be able to read legal materials in at least one U.N. language in addition to English (Arabic, Chinese, French, Russian, or Spanish). Proficiency in other languages is considered an asset.

Applicants must be eligible for legal work in the United States. At least until Harvard Law School resumes campus work and instruction, this position will be remote.

REPORTING RELATIONSHIP/SALARY AND BENEFITS:

The candidate will report directly to the Director of HLS PILAC and/or the Researcher Director of HLS PILAC.

The salary range for this position is 70,000 to 78,000 (USD) per year depending on knowledge and experience, plus health, dental, and other benefits (excluding retirement). This is a term-limited position with expected funding through December 2021.

TO APPLY

To submit an application to the position, please send, in a single e-mail, a writing sample, C.V./résumé, cover letter, and contact information for three professional references to [pilac {at} law.harvard.edu](mailto:pilac@law.harvard.edu) with the subject line “Application for Program Fellow.” All other correspondence concerning the position — that is, in addition to the submission of application — should also be sent only to [pilac {at} law.harvard.edu](mailto:pilac@law.harvard.edu). Applications will be reviewed on a rolling basis.

HARVARD LAW SCHOOL

Human Resources

Harvard is an Affirmative Action/Equal Opportunity Employer. Applications from women and minority candidates are strongly encouraged. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

The duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.