



The Netherlands Helsinki Committee is currently looking for a highly motivated professional for the position of:

Programme Officer (0,4 - 0,6 fte)

About the NHC

The Netherlands Helsinki Committee is a non-governmental organisation that promotes human rights and strengthens the rule of law and democracy in all countries of Europe, including the Central Asian countries participating in the OSCE.

Our work aims to strengthen legal protection and improve public policies that affect vulnerable or disadvantaged groups. We support both Civil Society and government institutions to implement policies that strengthen the Rule of Law. Additionally, we work to improve the implementation of OSCE human dimension commitments and other international human rights agreements. The NHC office is located in The Hague.

We are looking for a committed programme officer to join our Criminal Justice System Reform programme team, with her/ his initial primary focus dedicated to coordination of a project in support of Juvenile Justice System Reform in the Western Balkans.

Responsibilities

- Monitoring and implementing of agreed project plans in close cooperation with the Junior Programme Officer and the Programme Manager;
- Coordinating and ensuring timely deliverables under the project, including events and written outputs;
- Regular liaison with and support of national and international project partners including the Ministry of Justice;
- Prepare narrative and financial reports for the donor;
- Communicate with and coordinate the work of experts, consultants and other relevant parties;
- As necessary, provide all-round support to other activities of the programme, including donor reporting and new project development, under the supervision of the Programme Manager.

Required qualifications and skills

- Master degree (or equivalent) in a relevant subject, i.e. International Law, Development Sociology, International Relations, Public Management;
- At least four years of experience with implementation of large outcome based projects, preferably in the field of criminal justice systems reform, including at least two years of experience coordinating projects;
- Well-developed communication skills, interpersonal-sensitivity, diplomatic, a humble attitude in working with different partners across cultures, ability to be creative and think outside the box;
- An eye for detail, excellent administrative and organisational skills (including budget-management skills, knowledge of Ms Excel);
- Hands-on mentality, ability to adapt to a fast-paced environment and switch between tasks;
- Excellent writing skills;
- Excellent command of the English and the Dutch language, knowledge of a language spoken in the Western Balkans is an asset;
- Knowledge of the OSCE region is an asset;

We offer a salary based on qualifications and experience, between € 2.932,- and € 3.912,- gross per month (based on

a full-time position). This position is initially for one year, with the possibility of an extension depending on performance and availability of funding.

If you are interested, please send your resume and a motivation letter to: office@nhc.nl. Please mention "Programme Officer: CJSR Programme" in the subject of your email. For inquiries, please contact Ms. Emma Oosten by calling (0)70 - 392 6700 or sending an e-mail to the above-mentioned address. **Candidates may apply until June 2nd, 2019.**