



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

**Programme Officer (32 hours p/w)**

***About the NHC***

The Netherlands Helsinki Committee (NHC) is a non-governmental organisation that promotes human rights and strengthens the rule of law and democracy in Europe and Central Asia.

We work to strengthen legal protection and improve public policies that affect vulnerable or disadvantaged groups. We support human rights NGOs to withstand governmental pressure and increase their impact. We advocate for better implementation of OSCE human dimension commitments and other international human rights agreements. We take active part in several civil society networks. The NHC office is located in The Hague.

We are looking for a committed Programme Officer to join our Human Rights Defence programme team. Focus of the work will initially be on coordination of a project in support of a regional solidarity and advocacy network of human rights NGOs and various projects that strive to increase the role and protection of human rights defenders through social media campaigns and advocacy. The Programme Officer will also provide ad-hoc support for and coordination of other programme activities in the region, including in the South Caucasus and Turkey.

***Responsibilities and tasks***

- Liaise with network participants, partners and consultants on the preparation and dissemination of statements and position papers, advocacy actions, internal and external communication and learning and strategizing events;
- Cooperate with human rights NGOs in a range of countries on the implementation of project plans for effective human rights communication and advocacy;
- Collect information for donor reporting, including compiling and processing narrative and financial reports from partners;
- Provide all-round assistance in preparation of meetings, missions, campaigns and events; write up minutes and reports of the events as necessary;
- As necessary, provide all-round support to other activities of the programme, including project development, under the supervision of the Programme Manager.

***Required qualifications and skills***

- Master's degree in Human Rights, International Relations or other relevant discipline;
- At least four years of experience with human rights and civil society work, including two years of experience coordinating projects;
- Well-developed communication skills, interpersonal sensitivity, diplomatic, a modest attitude in working with different partners across cultures;
- An eye for detail, excellent administrative and organisational skills;
- Hands-on mentality, ability to adapt to a fast-paced environment and switch between tasks;
- Excellent writing skills and knowledge of budget management; good command of Excel is an asset;
- Willingness to travel to events;
- Excellent command of the English and the Russian language; knowledge of Dutch is an asset;

- Knowledge of the OSCE region, Eastern Europe and Central Asia in particular;
- Experience with civil society networks and network-strengthening projects is an asset;
- Experience with content development for newsletters and email and / or social media campaigns 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](mailto:office@nhc.nl). Please mention "Programme Officer HRD Programme" in the subject of your email. For inquiries, please call Pepijn Gerrits, Executive Director, at +31 (0)70 392 6700. **Candidates may apply until June 30. Selection of applicants for interviews will be done on an ongoing basis.**

**Non-EU candidates need to have a valid work permit to be considered for this role.** Only shortlisted candidates will be contacted. Due to the high volume of applications we receive, we are unable to provide individual feedback to candidates that are not shortlisted.