



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

Junior Programme Officer – Human Rights Defence (32 h/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 all countries of Europe, including the Central Asian countries participating in the OSCE. Our work lies primarily in executing projects to strengthen legal protection and improve public policies that affect vulnerable or disadvantaged groups. We support human rights NGOs to withstand governmental pressure. Additionally, we work to improve the implementation of OSCE human dimension commitments and other international human rights agreements. We take active part in several civil society networks of human rights NGOs and civil society in Europe. The NHC office is located in The Hague.

We are looking for a committed Junior Programme Officer to join our Human Rights Defence Programme team, working to assert a positive role for human rights defenders in society and contribute to protecting defenders in selected countries of Central and Eastern Europe, South Caucasus, Central Asia, and in Turkey.

Responsibilities

- Supporting the work of Programme Officer(s) and the Programme Manager in organizing project activities, correspondence with partners, taking minutes of meetings and preparing narrative reports;
- Financial administration of the project (invoice management, processing partners' financial reports, and assistance in preparation of donor financial reports);
- Drafting contracts and contract amendments;
- Keeping contact with partners on logistical and administrative issues and guiding them in their reporting processes;
- Preparing and organizing (inter)national project activities and meetings;
- Periodic alignment with other JPOs on the execution of tasks, uniformity and advice;
- Filing relevant project information in digital folders;
- Drafting articles for the NHC website.

Required qualifications and skills

- A bachelor's degree (or equivalent) in a relevant subject, i.e. Human Rights, International Law, International Relations, Public Management;
- At least 2 years of experience with implementation and supporting financial management of large outcome based 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 Word, Excel and PowerPoint);
- Hands-on mentality, ability to adapt to a fast-paced environment and switch between tasks;
- Excellent writing/drafting skills;
- Excellent command of the English language, good command of Dutch and/or Turkish is a strong asset;
- Knowledge of the Eastern Partnership region is an asset.

We offer a salary based on qualifications and experience, between € 2.537 and € 3.384 gross per month (based on a full-time position). This position is initially for six months, 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 “Junior Programme Officer: Human Rights Defence Programme” in the subject of your email. For inquiries, please contact Ms. Antanina Maslyka by calling (0)70 - 392 6700 or sending an e-mail to the above-mentioned address. **Candidates may apply until (and including) 31 October 2021.**

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.