



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

**Junior Programme Officer – Integrity and Accountability (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 the OSCE area. Our work lies primarily in executing projects to strengthen the rule of law and legal protection and improve public policies that affect vulnerable or disadvantaged groups. We train civil servants on various integrity issues and support human rights NGOs to withstand governmental pressure. We coordinate and take active part in several civil society networks committed to the rule of law and human rights. The NHC office is located in The Hague.

We are looking for a committed Junior Programme Officer to join our Integrity and Accountability team, with her/his primary focus dedicated to supporting the implementation of our Matra Rule of Law Training Programme.

***Responsibilities***

- Supporting the work of and reporting to the team on (online) training activities;
- Supporting reporting responsibilities under the project;
- Maintaining communication with project partners, experts and other relevant parties on logistical and administrative issues and guiding them in their reporting processes;
- Drafting material for the NHC website and promotional content for social media on the training programme;
- Financial administration of the project (invoice management and processing partners' financial reports);
- Drafting contracts and contract amendments;
- Filing relevant project information in digital folders;
- Periodic alignment with other JPOs on the execution of tasks, uniformity and advice.

***Required qualifications and skills***

- A bachelor's/master's degree (or equivalent) in a relevant subject, i.e. Human Rights, International Law, International Relations, Public Management;

- Excellent command of English (both spoken and written),
- An eye for detail, excellent administrative and organisational skills (including budget-management skills, knowledge of MS Word, Excel and PowerPoint);
- Well-developed (diplomatic) communication skills and a humble attitude in working with different partners across cultures;
- Hands-on mentality, ability to adapt to a fast-paced environment and switch between tasks;
- Excellent writing/drafting skills;

**Assets:**

- Experience with implementation and supporting financial management of projects;
- Study or work experience in the Western Balkans/Eastern Europe;
- Command of Dutch.

Diversity is very important to the NHC and we invite everyone who can relate to the above description to apply.

We offer a salary based on qualifications and experience, between € 2.600 and € 3.055 gross per month (based on a full-time position). We initially offer a contract until 31 December 2022, 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 “Junior Programme Officer: Integrity and Accountability” in the subject of your email. For inquiries, please contact Mr. Joeri Buhrer Tavanier by calling (0)70 - 392 6700 or sending an e-mail to the above-mentioned address. **Candidates may apply until (and including) 22 May 2022.**

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.