



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

Junior Programme Officer – Criminal Justice Reform (36 h/w)

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 junior programme officer to join our Criminal Justice System Reform team, with her/ his primary focus dedicated to supporting the implementation of our EU COVID-19 Solidarity Programme for Eastern Partnership.

Responsibilities

- Supporting the work of Programme Officers and the Programme Manager in organising project activities, correspondence with partners, taking minutes of meetings and preparing narrative reports;
- Financial administration of the project (invoice management,, reviewing partners' financial reports, and preparing financial reports);
- Drafting contracts and contract amendments;
- Keeping contact with partners on logistical and administrative issues and guiding them in their reporting process;
- Preparing and organising (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.

Required qualifications and skills

- A bachelor's/master's degree (or equivalent) in a relevant subject, i.e. Human Rights, International Law, Development Sociology, International Relations, Public Management;
- At least 2 years of experience with implementation and financial administration of large outcome based projects, preferably in the field of criminal justice systems reform;
- 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 skills;
- Excellent command of the English language, knowledge of Dutch and/or Russian is an asset;
- Knowledge of the Eastern Partnership region or closed institutions is an asset;

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). This position is initially for a fixed period 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. Please mention “Junior Programme Officer: COVID-19 Solidarity 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 (and including) 28 August 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 candidate that are not shortlisted.