



The Netherlands Helsinki Committee is looking for an enthusiastic

Logistics and Events Officer (28 - 32 hours)

About the NHC

The Netherlands Helsinki Committee is a non-governmental organisation that promotes the rule of law, justice and human rights in all countries of wider Europe, including Caucasus and Central Asia. Building on our track-record of 35 years, we consider it to be our mission to inspire, engage and support catalysts of change in building just and rights-respecting societies. The NHC office is located in the heart of The Hague at the vibrant Nutshuis and has an international staff (about 25 people) working on three programmes: Integrity and Accountability, Human Rights Defence and Rights-Based Justice.

We are currently looking for a **Logistics and Events Officer** to support the implementation of the projects of the Integrity and Accountability programme. You will take care of administrative and logistical tasks and support the project management.

Tasks and responsibilities

You will ensure the smooth organisation and operation of our events. Events are for instance a two-week training course on the Rule of Law, a regional conference abroad or a networking event. You work in close collaboration with the Programme Officer(s) and Junior Programme Officer of the I&A team, who are responsible for content.

You will

- provide logistical and administrative assistance for the implementation of projects in the Netherlands and abroad, including booking flights, transportation, hotels, restaurants and venues; arranging visa; setting-up meetings, monitoring deadlines;
- pre-select candidates for our (training) programmes and provide communication on the logistical arrangements;
- maintain relationships with suppliers, partners, embassies, government representatives and university staff;
- ensure the correct and timely processing of invoices to the financial department, in accordance with our internal regulations.

Required qualifications and skills

You:

- are in the possession of a *MBO* diploma or equivalent (e.g. business administration, project management, project administration) with at least 5 years of working experience or a *HBO* diploma or equivalent with a least 1 year of working experience;
- have an eye for detail, are punctual with excellent administrative and organisational skills;
- have experience and proven track record in organising events, providing logistical support and the implementation and supporting of project management;
- have well-developed communication skills, interpersonal sensitivity and are diplomatic (experience in working with international organisations, embassies, high-level governmental organisations is a plus).
- have the capacity to work autonomously, willing to work flexibly and meet tight deadlines (availability in weekends/evenings might be required, but will be limited to mostly the training weeks);
- have a hands-on mentality, ability to adapt to a fast-paced environment and switch between tasks;
- have an excellent command of English and Dutch (written and spoken);
- have computer literacy, with practical experience using Microsoft applications as Outlook, Word, Excel, Adobe.

The NHC is an equal opportunities employer and committed to building a culturally diverse staff. We promote diversity and belonging in everything we do and we invite in particular candidates with backgrounds that are currently under-represented in the human rights movement to apply.

We offer

- A salary based on qualifications and experience, between € 2229 and € 2794 gross per month (based on a full-time position of 36 hours). This salary scale is annually corrected for inflation, based on the CBS index for CAO-salaries for subsidised institutions;
- Collective pension scheme;
- Initially a one-year contract (including a 1-month trial period), with the possibility of extension.

Apply

If you would like to apply, please send your resume and a motivation letter to office@nhc.nl. Please mention “your name” and “Logistics and Events Officer” in the subject of your email. For enquiries, please contact Joeri Buhner Tavanier at jbuhnertavanier@nhc.nl. Candidates may apply until 1 October 2023. Starting date is as soon as possible.

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.