



For a vacancy that is subject to donor funding the Netherlands Helsinki Committee is looking for an enthusiastic

Junior Programme Officer (JPO) (32 hours)

Our **Rights-Based Justice team** supports justice systems that are inclusive, effective and humane. Together we strengthen the capacity of key-actors in the justice chain to uphold fundamental rights; we increase attention to the well-being and rehabilitation or restoration of those affected by crime and conflict – both victims and offenders; and we promote collaboration in the whole justice chain.

Who are you?

You are eager to contribute to making the world a better place, and you have a particular interest in supporting prison reforms in wider Europe. It is your nature to work with accuracy. You are interested in (financial) administration of projects and eager to support colleagues in delivering high quality donor reports and contracts. You understand the importance of thorough logistical preparations of (international) meetings, which enable meaningful engagement of participants.

Tasks and responsibilities

Your primary focus is to support the implementation of a new project that aims for the improvement of the system of criminal sanctions execution in Ukraine. You do this by providing administrative and logistical support to the project management, including assigned content related tasks. In addition, you support the project with your language skills in Ukrainian and English. You are encouraged to take on a special project that nourishes your interest and contributes to developing your talents, knowledge and skills beyond the scope of the supporting tasks. You report to the Programme Manager of the Rights-Based Justice team and cooperate closely with Project Officers.

The main tasks and responsibilities are:

- Supporting the work of Programme Officer(s) and the Programme Manager in organising project activities, including correspondence with partners, taking minutes, and preparing narrative reports;
- Financial administration of projects (invoice management, processing partners' financial reports, and assistance in preparation of donor financial reports);
- Translating reports, action plans, strategies, manuals and other documents;
- 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, including coordination of logistics, travel, venue and general support, enabling meaningful engagement of participants;
- Filing relevant project information in digital folders;
- Drafting articles and posts for the website and social media;
- Provide all-round support to colleagues when needed;
- Support further development and innovation of the programme, including project proposal development, under the supervision of the Programme Manager;
- Networking and learning by participating in and representing the NHC in (international) meetings and missions.

Required qualifications and skills

You have the following qualities and experience:

- Dedication to human rights, rule of law and democratic values. Eager to learn and work as a team on supporting catalysts of change;
- Knowledge of and interest in supporting inclusive, humane and effective justice systems, particularly in prison and probation reform and/or mediation;
- Excellent command of Ukrainian and English and preferably Dutch too;
- A bachelor's degree (or equivalent) in a relevant subject;
- Experience with implementation and supporting project management, including with working with budgets and financial reporting;
- Well-developed communication skills, interpersonal sensitivity, diplomatic;
- An eye for detail, excellent administrative and organisational skills;
- Willingness to support colleagues to grow and work together as a team;
- Hands-on mentality, ability to adapt to a fast-paced environment and switch between tasks;
- Excellent writing/drafting skills;
- Knowledge of wider Europe is an asset;
- Availability and willingness to travel;
- Experience with working in a civil society environment is an asset;
- Non-EU candidates must have a valid work permit for the Netherlands.

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 € 2.702 and € 3.274 gross per month (based on a full-time position). This salary scale is annually corrected for inflation, based on the CBS index for CAO-salaries for subsidised institutions;
- A 8% holiday pay and 1.5% end-of-year bonus;
- Inclusion in the collective pension scheme;
- Initially a 6 months contract, with the possibility of extension if circumstances allow.

About the NHC

The Netherlands Helsinki Committee is a growing non-governmental organization that promotes human rights, the rule of law and justice in all countries of wider Europe, including Eastern Europe, Western Balkans, Caucasus and Central Asia as well as the European Union. 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.

We believe that everybody can be a catalyst of change, and we are ready to support them by strengthening their capacities and by amplifying their voices through advocacy and campaigns. Our networks reach out to civil society, governments as well as the justice chain. We are able to mobilise the right peer-to-peer expertise and build bridges to bring about the change we need.

The NHC office is located in heart of The Hague at the vibrant Nutshuis and has an international staff (about 25 people) working on three programmes: Human Rights Defence, Integrity and Accountability and Rights-Based Justice.

Apply

If you are interested, please send your resume and a motivation letter to office@nhc.nl. Please mention "Junior Programme Officer RBJ" in the subject of your email. For inquiries, please contact Koen Goei by calling +31 (0)70 392 67 00 or sending an e-mail to the above-mentioned address. Candidates may apply until Friday **24 November 2023, 9:00 am**.