

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

Programme Manager, Integrity and Accountability (32-36 h/w)

About the NHC

We are a non-governmental organisation that promotes human rights, the rule of law and justice in wider Europe. 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. We reach out to civil society, governments and the judiciary. 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.

About the role

We are looking for a pro-active and creative Programme Manager to lead our Integrity and Accountability team. The team is comprised of 4 other staff members and implements a number of projects and activities, such as our rule of law training programme and projects on media freedom, good governance. We engage in advocacy on the rule of law in the European Union and its neighbouring countries and contribute to conferences, reports and papers.

As a Programme Manager, you play an important role in the overall management of the NHC. You and your colleagues in the management team are responsible for organisational development and strategic decision-making. On the programme level, you are responsible for the implementation, continuity and development of the I&A programme. You coach and guide the staff to ensure personal growth, high quality work, good team spirit and motivation. You report to the Executive Director.

Responsibilities and tasks

- Contribute to overall organisational development through leading by example and sharing vision, knowledge and expertise within the programme team and in the organisation as a whole;
- Ensure implementation of strategic goals and continuity of the organisation by acquisition of new projects, development of proposals and engaging with new potential donors;
- Develop, implement and monitor the organisation's and programme's strategies;

- Monitor implementation of projects, including budget depletion and project deliverables;
- Final responsibility for high quality and timely narrative and financial reporting to donors;
- Managing and enlarging networks of potential partners and funders;
- Ensure knowledge and networks on relevant topics for the programme are up to date, through (delegated) participation in conferences and network meetings;
- Define the lobby and advocacy agenda related to the programme and be an active spokesperson in panels, debates, media and in relation to lobby targets;
- Communicate, in close cooperation with the Communications Manager, through (social) media channels, on the advocacy demands and results of the programme;
- Report to the Supervisory Board and meaningfully engage with members of the Committee, making full use of their expertise and networks.

Required qualifications and skills

- Master's degree in a relevant discipline;
- Ability to create an inclusive organisational culture and sense of belonging that contribute to a safe and healthy workplace with room for personal growth and creativity. A keen interest to manage a diverse team of mainly young professionals;
- Ability to lead in a volatile situation and adapt to a fast-paced environment and switch between tasks;
- At least ten years of experience in a relevant (civil society) organisation, including two years of management or leadership experience;
- Sound budget-management skills and experience in overseeing project finances. Experience with EU projects and sub-granting is an asset;
- Proven experience in project design and developing project proposals for private and public funders;
- Extensive knowledge of the themes and/ or countries relevant to the programme, and ability to translate this into a risks and opportunities analysis and impactful actions;
- Proven experience with advocacy towards different stakeholders;
- Well-developed communication and diplomatic skills, interpersonal sensitivity;
- Excellent command of English. Knowledge of Dutch is an asset;
- Availability and willingness to travel.

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.

Apply

If you are interested, please send your resume and a motivation letter to office@nhc.nl. Please mention "Programme Manager I&A" and your name in the subject of your email. For inquiries, please contact Joeri Buhrer Tavanier sending an e-mail to the above-mentioned address. Candidates may apply until **10 January 2024, 13.00 CET**.

We offer a salary based on qualifications and experience, between € 3.967 and € 5.293 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 1-year contract, with the possibility of extension.

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.