

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

### **Programme Officer, Rights-Based Justice (32-36 hours per week)**

Imagine that your work contributes to the ultimate goal of our Rights-Based Justice team, which is to support 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. We do this by ensuring that those who these issues most directly affect (e.g., (ex) prisoners, at-risk youth, victims of crime) are made central and are given a space to engage in policy and decision making processes in addition to programme development.

#### ***Who are you?***

You have an interest in supporting criminal justice reforms, access to justice, victim rights and restorative justice in wider Europe. It is your nature to work with accuracy. Your meticulous nature and attention to detail make you well-suited to overseeing financial administration within projects. You thrive in ensuring accuracy in financial reporting and compliance with regulations, understanding the critical role these aspects play in sustaining impactful programmes. Additionally, your interest in operational management fuels your desire to contribute to strategic decision-making and organisational development.

#### ***Tasks and responsibilities***

In coordination with the Programme Manager for Rights-Based Justice, and in close collaboration with the Junior Programme Officer, the Programme Officer will be responsible for the following tasks

- Coordinating a project portfolio, which includes monitoring progress on deliverables and budget expenditure, and reporting these updates to the Programme Manager;
- Preparing reports for partners, beneficiaries, and donors, including compiling and processing narrative and financial data;
- Planning and organising both small and large-scale advocacy events and training activities at local and regional levels;
- Gathering and preparing information for continuous project monitoring, evaluation, and learning;
- Maintaining communication with project partners, experts, and other relevant parties on content, logistical, and administrative matters, and providing guidance in their reporting processes;
- Handling financial administration tasks;
- Collaborating with and mentoring other colleagues involved in project implementation, including

offering guidance on financial procedures to junior staff members;

- Providing support to other programme activities as needed, including project development, under the supervision of the Programme Manager.

### ***Required qualifications and skills***

- A master's degree in a relevant field (a bachelor's degree will be considered in lieu of work experience);
- A minimum of four years of experience in project management and capacity-building programmes;
- Strong experience in project administration, including financial management; experience with EU-funded projects is highly desirable;
- Knowledge of monitoring and evaluation principles and frameworks;
- Excellent command of English (both spoken and written); knowledge of Dutch is an advantage;
- Well-developed (diplomatic) communication skills and a humble attitude when working with diverse partners across cultures;
- Ability to integrate an intersectional approach in project cycle management to ensure equitable participation for historically marginalised groups;
- Willingness to support colleagues' professional growth and work collaboratively as part of a team;
- Hands-on mentality, ability to adapt to a fast-paced environment, and switch between tasks efficiently;
- Excellent writing and drafting skills;
- Availability and willingness to travel;
- Interest in human rights and justice systems is considered an asset.

### ***We offer***

- A salary based on qualifications and experience, between 3447 Euros and 4178 Euros 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;
- 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 if circumstances allow.

### ***About the NHC***

The Netherlands Helsinki Committee is a non-governmental organisation that promotes human rights, the rule of law and justice in all countries of wider Europe. Building on our track record of over 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](mailto:office@nhc.nl) no later than **22 May 2024, 12:00 CET (noon)**. Please mention "Programme Officer RBJ" in the subject of your email.

For enquiries, please contact Kimberley Ogonda by calling +31 (0)70 392 67 00 or sending an e-mail to the above-mentioned address.

Non- EU candidates need to have a valid work permit to be considered for this role. Only short-listed candidates will be contacted. Due to the high volume of applications we receive, we are unable to provide individual feedback to candidates not shortlisted.