

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

Programme Officer (EU-funded projects)
(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 history of 35 years, our mission is 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 amplifying their voices. We reach out to civil society, governments, and the judiciary. We can mobilise the right peer-to-peer expertise and build bridges to bring about the change we need.

The NHC office is in the heart of The Hague at the vibrant Nutshuis and has an international staff (about 20 people) working on three core topics: Human Rights Defence, Integrity and Accountability and Rights-Based Justice.

About the role

We are looking for a pro-active and committed Programme Officer to implement Human Rights Defence projects. These projects focus on strengthening the capacity of human rights defenders (HRDs) and their organisations; amplifying their voices and increasing the impact of their activities through networking and bridge building; raising awareness on the work of HRDs and human rights issues and mobilizing for joint advocacy related to civic space.

You will lead and coordinate a new EU-funded project. The project aims to strengthen fundamental rights protection in the EU. It promotes strategic use of the EU Charter of Fundamental Rights in advocacy. It also supports better implementation of European Court judgments in the Netherlands, Croatia, Italy and Spain.

You will also guide the coordination and further implementation of an EU-funded project strengthening civil society in Bulgaria, Croatia, Portugal, Romania, and Slovenia. The project supports civil society organisations (CSOs) working on women's rights, environmental justice, and anti-corruption to promote EU values, to increase their resilience to threats, and to be able to effectively respond to concerning trends affecting civil society in their respective countries.

Responsibilities

In coordination with the Programme Manager, you will be responsible for the following tasks:

- Lead the full management cycle of EU-funded projects, including planning, coordination, financial management, reporting, monitoring and evaluation, and donor relations.
- Track deliverable progress and budget spending of projects and prepare high-quality financial and narrative reports for donors, in close collaboration with the Programme Manager.
- Provide support and guidance to colleagues (particularly junior staff) on donor guidelines and internal financial and administrative procedures related to project implementation.
- Ensure effective cooperation among consortium partners and external stakeholders throughout project delivery.
- Coordinate NHC's activities supporting national stakeholders in the implementation of ECtHR judgments and monitor the progress of related national reforms. Identify good practices and systemic challenges across EU jurisdictions.
- Organise regional workshops, expert dialogues, and peer exchange events involving legal professionals, civil society, and state actors.
- Engage with colleagues, partners and consultants to contribute to preparation and dissemination of statements, advocacy strategies, communications, and event planning.
- Work together with the Communications Manager to draft communication materials and visibility outputs (in line with EU requirements).
- As necessary, provide all-round support to other activities of the programme, including project development, under the supervision of the Programme Manager.

Required qualifications and skills

- Master's degree in international or human rights law, international relations, or other relevant discipline. Having a law degree is an asset.
- At least seven years of experience in project management, preferably within the civil society sector, including a minimum of two years in a lead coordination role.
- Experience with managing EU-funded projects, including the financial management and reporting to the donor.
- Knowledge of the EU region in general, Central Europe and Southern Europe in particular.
- Excellent writing and research abilities, including familiarity with legal and policy documents.
- Understanding of the Council of Europe system, ECtHR procedures, and challenges in implementing judgments, familiarity with justice systems and rule of law dynamics in various EU Member States.
- Experience with public information campaigns and advocacy on social and economic rights issues is an asset.
- Well-developed communication skills, interpersonal sensitivity, diplomatic, ability to work with different partners across cultures;
- Willingness to support colleagues to grow and work together as a team;
- An eye for detail, excellent administrative and organisational skills;
- Hands-on mentality, ability to adapt to a fast-paced environment and switch between tasks;
- Availability and willingness to travel;
- Excellent command of English; knowledge of Dutch is an asset.
- Experience with re-granting is an asset.
- Experience with civil society networks and network-strengthening projects is an asset.

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 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 € 3.568 and € 4.324 gross per month (based on a full-time position of 36 hours). This salary scale will be corrected for inflation each January, based on the CBS index for CAO-salaries for subsidized institutions. The NHC offers an 8% holiday pay and 1.5% end-of-year bonus. Employees are included in the collective pension scheme. This position is initially for one year, with the possibility of an extension.

If you are interested, please upload your resume and a motivation letter via <https://app.smartsheet.com/b/form/0197d4c644727deb9435a4964fec7f3d> . For inquiries, please email office@nhc.nl to the attention of Joeri Buhrer Tavanier. **Candidates may apply until 23 July 2025, 23:59 CET.**

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.