

The Netherlands Helsinki Committee is looking for an enthusiastic

### **Junior Programme Officer (32 hours per week)**

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?**

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.

#### **About the Role**

The primary focus of the Junior Programme Officer (JPO) is to support the implementation of projects by handling administrative and logistical tasks and supporting project management, including assigned content-related tasks. JPOs are encouraged to take on a special project that aligns with their interests and contributes to developing their talents, knowledge, and skills beyond the scope of the supporting tasks. The JPO reports to the Programme Manager and works closely with the Programme Officer.

#### **Responsibilities and Tasks**

- Supporting the work of Programme Officer(s) and the Programme Manager in organising project activities, corresponding with partners, taking minutes, and preparing narrative reports.
- Financial administration of the project (invoice management, processing partners' financial reports, and assisting in the preparation of donor financial reports).
- Drafting contracts and contract amendments.
- Maintaining contact with partners on logistical and administrative issues and guiding them in their reporting processes.
- Preparing and organising (inter)national project activities and meetings, including coordinating logistics, travel, venue arrangements, and general support to enable meaningful engagement of participants.
- Filing relevant project information in digital folders.
- Drafting articles and posts for the NHC website and social media.
- Providing all-round support to colleagues when needed.
- Supporting 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**

- 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;

- A bachelor's degree (or equivalent) in a relevant subject.
- Experience with implementation and supporting project management, including working with budgets and financial reporting.
- Well-developed communication skills, interpersonal sensitivity, and diplomatic.
- An eye for detail, with excellent administrative and organisational skills.
- Willingness to support colleagues to grow and work together as a team.
- A hands-on mentality, with the ability to adapt to a fast-paced environment and switch between tasks.
- Excellent writing and drafting skills.
- Excellent command of English and any other wider European languages; knowledge of Dutch is an asset.
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- Availability and willingness to travel.
- Experience working in a civil society environment is an asset.

### **About the NHC**

The Netherlands Helsinki Committee is a growing non-governmental organisation 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 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.

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](mailto:office@nhc.nl). Please mention "Junior Programme Officer RBJ" and your name in the subject of your email. For inquiries, please contact Kimberley Ogonda by sending an e-mail to the above-mentioned address. **Candidates may apply until (and including) September 11, 2024 (23:59 CET).**

We offer a salary based on qualifications and experience, between € 2.845 and € 3.342 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. You will get a 8% holiday pay and 1.5% end-of-year bonus and be included in the collective pension scheme. Initially, you will be offered a 6-months contract.

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.