

Job Vacancy at ENNHRI Secretariat

Human Rights Officer (Accreditation) (Full time)

1. Background

ENNHRI (European Network of National Human Rights Institutions) brings together 42 National Human Rights Institutions (NHRIs) from across wider Europe. NHRIs are independent institutions, with a broad legislative or constitutional mandate to promote and protect human rights. They are accredited by reference to the UN Paris Principles to ensure their independence, plurality, impartiality and effectiveness. ENNHRI is one of four regional groups of NHRIs, which together make up GANHRI, the Global Alliance of NHRIs.

In 2013, ENNHRI established a Permanent Secretariat in Brussels. The Secretariat supports and facilitates ENNHRI's work, including: assisting in the establishment and accreditation of NHRIs; facilitating capacity building and training; coordinating exchange of information and best practice between members; engaging with regional mechanisms; and intervening on legal and policy developments at a European level.

ENNHRI seeks a **Human Rights Officer (Accreditation)** to support.

2. Job Description

- Lead on supporting and coordinating the Asylum and Migration Working Group, CRPD Working Group, and thematic work on Older Persons' Human Rights, including:
 - Collecting information on members' needs and expertise
 - Reviewing developments at European and global level
 - Preparing meetings and trainings for members
 - Preparing common positions, where relevant
 - External engagement
- Liaison with Communications staff
- Support on NHRI accreditation work, including:
 - Research on status of establishment and accreditation of NHRIs across Europe, including follow-up to SCA recommendations;
 - Support for European NHRIs through the accreditation process;
 - Assisting in the coordination of the Accreditation Support Group; and
 - Assisting in ENNHRI's support to NHRIs under threat.
- Support on ENNHRI's Annual Conference
- Other items arising, as reasonable for post, including travel

3. Person Specification

Essential Criteria

- At least two years' relevant professional experience
- Legal academic and/or professional experience
- Experience of working with the European human rights and policy framework
- Experience of working in Europe on human rights aspects of asylum and migration
- Evidenced knowledge of NHRIs and the Paris Principles
- Professional working level of English
- Excellent communication and inter-personal skills
- Excellent organisational skills
- Ability to work both in a team on own initiative

Desirable Criteria

- Experience of working with NHRIs
- Professional experience and/or knowledge of human rights of persons with disabilities and/or older persons
- Experience of working for a membership organisation
- Experience and/or knowledge of the NHRI accreditation system
- Experience of working in an international environment
- Excellent computer skills
- Additional language skills

4. Terms and conditions

This is a full time post to be performed at the ENNHRI Secretariat in Brussels, reporting to the Senior Human Rights Officer (Accreditation), and working closely with the Human Rights Officer (Capacity Building). The post requires occasional travel within Europe. The starting date is as soon as possible following interview.

ENNHRI offers an open-ended Belgian employment contract, which is subject to funding and performance. The salary range is €2,800 to €3,100 gross per month, according to level of experience and expertise. The contract includes statutory holiday payment and a 13th month (pro rata), as well as secondary employment benefits (such as monthly STIB travel pass and lunch vouchers). The holiday entitlement is 26 days (pro rata), plus public holidays.

5. Application Procedure

Applications are welcomed through the application form, which can be found at [this link](#). Completed application forms should be sent to ENNHRI's Secretariat at Jobs@ENNHRI.org Please use the subject line 'Human Rights Officer (Accreditation)'. Please note that we do not accept, and will not read, CVs and covering letters.

The deadline for applications is 24H00 on 27 May 2018. Interviews will be held during the week of 11 June 2018 in Brussels. For further information, please contact: Jobs@ENNHRI.org

