

Job vacancy: Administration Trainee (full-time)

ENNHRI is looking for an Administration Trainee to become a member of its team for six months, starting from early September

ENNHRI (the European Network of National Human Rights Institutions) brings together more than 40 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. ENNHRI is an international not-for-profit association under Belgian law with a Permanent Secretariat based in Brussels.

We are looking for an *Administration Trainee* to become a member of our team for six months, starting from mid-September. The candidate will play an important role in ENNHRI's daily work, with a focus on ENNHRI's Administration.

Main duties and tasks:

- Support in planning and organising ENNHRI on line events/meetings (logistical arrangements, preparation/collation of documents, etc)
- Support the office's digitisation process of archives
- Support in the preparation of internal network/office policies/guidelines
- Support the office's internal communications (maintaining contact lists, uploading documents on members area, document databases in line with ENNHRI's knowledge management procedure)
- Ad hoc support to the Secretary General

A traineeship contract at ENNHRI will support the successful candidate in developing his/her skills for entering the workplace. Given the high level of competition for the traineeship, we have set out below some skills that would help you get the most out of the traineeship at ENNHRI.

Required

- Relevant educational background and / or work experience
- Interest in handling and developing skills in administration and logistical preparations
- Very good IT knowledge (Microsoft Office)

- Excellent command of English, including excellent communication skills
- Ability to be based in Brussels
- Enthusiasm to learn and work in a small team

Desirable

- Previous experience with knowledge (database) management (SharePoint, Podio applications)
- Experience working in a membership organisation
- Experience or interest in human rights

Terms of employment

The traineeship will be offered for 6 months, starting early September 2021. The traineeship is full time and will be carried out at ENNHRI's offices in Brussels. ENNHRI will provide the candidate with a Belgian traineeship contract "*Convention d'immersion professionnelle*" with a remuneration of approximately € 1.300 per month. Training will be provided based on needs and interests.

Application procedure:

To apply, please respond to the application questions and attach your CV (maximum 2 pages) through [this link](#) (in English). The deadline for applications is Tuesday, 27 July 2021 23h59 CET. Applications after the deadline will not be considered.

Due to COVID-19 restrictions, interviews will be held online, and work can be performed remotely if restrictions return.

ENNHRI is an equal opportunity employer.

If you have any questions, please contact Christos Katsalis, Administrations Officer, at Christos.Katsalis@ennhri.org.