

# Job Vacancy at the ENNHRI Secretariat

## Human Rights Officer (Capacity-Building)

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### 1. Background

ENNHRI is the European Network of National Human Rights Institutions. We bring together over 40 National Human Rights Institutions (NHRIs) across Europe to enhance the promotion and protection of human rights in the region. NHRIs are state-mandated bodies, independent of government, with a broad constitutional or legal mandate to promote and protect human rights at the national level. 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.

Our Permanent Secretariat, based in Brussels, 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 good practice among members; engaging with regional mechanisms; and intervening on legal and policy developments at a European level.

ENNHRI is looking for a **Human Rights Officer (Capacity-Building)** to support the work of the network to build the capacity of NHRIs, including through peer exchange.

### 2. Key Responsibilities

ENNHRI's Human Rights Officer (Capacity Building) will coordinate and implement ENNHRI's capacity-building activities, through:

- Developing and implementing a coherent approach to ENNHRI's capacity building activities across the network, including events and resources, with substantial input from ENNHRI members and in cooperation with colleagues and partners.
- Developing and implementing specific capacity building activities, such as the annual [NHRI Academy](#), or bespoke training sessions, including assessing training needs, identifying experts, providing technical support, facilitating, and evaluating results.
- Developing and implementing, in cooperation with colleagues and experts, online capacity building resources.

- In collaboration with colleagues and members, developing guidance, methodologies, platforms, and tools for member exchange.
- Developing and facilitating the exchange of experience and information between ENNHRI members, both online and in person, such as through:
  - Groups of members working on thematic human rights issues;
  - Potential peer exchange visits, and Leadership Forum for Heads of Institutions.
- Cooperating with members, Secretariat colleagues, GANHRI and partners.
- Any other reasonable duties as are required by the ENNHRI Secretariat, in line with the general responsibility of the role, including occasional travel.

### 3. Person specification

#### Essential criteria:

- At least three years of relevant professional experience.
- Solid experience of developing capacity-building activities.
- Experience of facilitation and participatory methodologies.
- Experience working with or for a membership organisation.
- Experience working on human rights in Europe.
- Excellent oral and written command of English.
- Outstanding communication and inter-personal skills.
- Excellent organisational and writing skills.
- Ability to work both in a team and on own initiative.

#### Desirable criteria:

- Experience working with NHRIs.
- Solid track record of developing and implementing approaches on peer-exchange and members-led networks.
- Experience working in an international environment.
- Excellent digital 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 a Senior Human Rights Officer. You will also work closely with other colleagues at the ENNHRI Secretariat and ENNHRI members.

The post requires occasional travel within Europe. The starting date is as soon as possible following interview. Permanent staff members are required to be based in Brussels, and ENNHRI has hybrid working and a teleworking policy.

ENNHRI offers an open-ended Belgian employment contract, which is subject to funding and performance. The remuneration includes a fixed gross monthly salary and many additional benefits. In line with ENNHRI's Salary Scale, the salary offered is approx. €3,250 gross per month, as well as a statutory holiday payment (92% monthly salary), a 13th month salary, and other benefits (such as monthly STIB travel pass, hospitalization insurance, pension contributions, teleworking allowance, lunch vouchers and eco-cheques). The holiday entitlement is 26 days (pro rata), plus public holidays.

ENNHRI is an equal opportunities employer.

## 5. Application procedure

If you are interested in joining ENNHRI for this role, please submit your CV and a cover letter through the online form [here](#). Please note that we do not accept any applications by email.

The deadline for applications is 23H59 on 22 May 2022. Shortlisted candidates will be invited to complete a written assignment (last week of May), before selected candidates are invited to interview.

Interviews are expected to be held on 28 June 2022 in Brussels. ENNHRI will cover reasonable travel costs for those selected for interview. The starting date is as soon as possible after interview. For further information, please contact: [Christos.Katsalis@ennhri.org](mailto:Christos.Katsalis@ennhri.org)