

# Job Vacancy at the ENNHRI Secretariat

## Administration Officer

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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, strengthening 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 an **Administration Officer**.

### 2. Key Responsibilities

Office administration	<ul style="list-style-type: none"> <li>• Coordinate and implement office administration, including             <ul style="list-style-type: none"> <li>○ Inventory and supplies</li> <li>○ Liaison with landlord services, insurances and providers</li> <li>○ Data(base) administration (eg contact lists), electronic and hard-copy filing, including Sharepoint etc</li> <li>○ Administration of Members Area.</li> </ul> </li> <li>• Support sound implementation office policies.</li> <li>• Support the administration of AISBL</li> </ul>
Events administration	<ul style="list-style-type: none"> <li>• Event administration, including             <ul style="list-style-type: none"> <li>○ Logistics for in-person, and prioritised online, events</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Maintaining a calendar of events</li> <li>○ Output reporting (eg number of participants etc)</li> </ul>
Financial and HR Administration	<ul style="list-style-type: none"> <li>● Financial administration, including             <ul style="list-style-type: none"> <li>○ Follow-up on expense reports and associated documentation</li> <li>○ Support Audit preparations</li> </ul> </li> <li>● Human resources administration, including             <ul style="list-style-type: none"> <li>○ Office staff calendar (for leave)</li> <li>○ Administration of timesheets</li> <li>○ Admin support for recruitment</li> </ul> </li> </ul>
General	<ul style="list-style-type: none"> <li>● Cooperating with Secretariat colleagues, members, GANHRI, and external providers; and</li> <li>● Any other reasonable duties as are required by the ENNHRI Secretariat, in line with the general responsibility of the role.</li> </ul>

### 3. Person specification

#### Essential criteria:

- At least three years of relevant professional experience.
- Understanding or experience of a membership organisation
- Excellent communication and inter-personal skills.
- Excellent organisational skills.
- Excellent computer skills.
- Ability to work both in a team and on own initiative.
- Professional working level of English and French, or Dutch.
- Commitment to ENNHRI's values and mission.

#### Desirable criteria:

- Experience of working in an international environment.
- Experience of ASBL/AISBL administration.
- Experience of developing databases.
- Additional language skills.

## 4. Terms and conditions

This is a full-time post to be performed at the ENNHRI Secretariat in Brussels, reporting directly to the Team Leader Network Development. You will also work closely with other colleagues at the ENNHRI Secretariat. The starting date is as soon as possible following the interview.

ENNHRI offers an open-ended Belgian employment contract, which is subject to funding and performance. The remuneration includes a market-based gross monthly salary, in line with ENNHRI's Salary Scale and many additional benefits, including a statutory holiday payment (92% monthly salary), a 13th-month salary, and other benefits (such as monthly STIB travel pass, hospitalisation 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](#). Please note that we do not accept any applications by email.

The deadline for applications is **23H59 on 26 February 2024**. ENNHRI will cover reasonable costs of travel for those selected for interview. The starting date is as soon as possible following interviews. For further information, please contact: [info@ennhri.org](mailto:info@ennhri.org).

