

Vacancy - Senior Operations Officer

Background

ENNHRI is the European Network of National Human Rights Institutions. We bring together over 50 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 a **Senior Operations Officer**.

Job description

Title:	Senior Operations Officer
Reporting to:	Team Leader Operations
Global Job Responsibilities:	Coordination of ENNHRI Secretariat operations
Operations	• Coordinate and optimise workflows, through tools in support of efficient planning, monitoring, and reporting • Coordinate development, implementation and review of digitalisation • Coordinate the development, implementation and review of knowledge and data management systems • Coordinate, develop and review implementation of administrative policies and procedures

	• Coordinate office management, including filing systems, inventory review and relations with landlord, IT services, and external providers • Coordinate GDPR compliance, AISBL administration and updates to legal registers
Human resources	• Coordinate development and sound implementation of Working Regulations and Staff Handbook. • Provide first point of contact for human resources queries, and liaise with payroll, Social Secretariat and other relevant human resources experts and service providers • Coordinate recruitment processes, including contracting and induction • Organise Team meetings and staff trainings • Coordinate, develop and review implementation of health and safety, staff wellbeing policies and respect of regulations
Financial processes	• Coordinate, support development and review implementation of financial policies and procedures • Coordinate daily financial processes, including payments, and checks on bookkeeping, invoices, expenses, bank statements, ledgers and petty cash management. • Coordinate timely budgeting and financial reporting • Review coherence of staff timesheets • Coordinate quarterly financial risk assessments • Support Finance Committee meetings, and provide draft minutes • Coordinate audit preparations and liaise with auditors
General:	• Line management of the Junior Administration Officer and Finance Consultant • Cooperating with members, Secretariat colleagues, GANHRI and partners • Any other reasonable duties as are required, in line with the general responsibility of the role, including occasional travel.

Person Specifications

Essential Criteria	Desirable Criteria
1. At least five years' relevant professional experience 2. Experience coordinating operations, including workflows, office management and financial processes 3. Experience of knowledge or data management 4. Experience of human resources liaison in Belgium 5. Strong organisational skills and the ability to prioritise 6. Strong attention to detail and accuracy 7. Excellent computer skills, including experience working with relevant software databases and tools 8. Ability to handle confidential information 9. Professional working level of English and French (or Dutch)	1. Experience of working with Sage BOB, Cloud Demat and/or Odoo 2. Experience of working in the context of EU grants 3. Experience of digitization 4. Experience of working in an international context 5. Experience of working for a membership network 6. Commitment to human rights, and to ENNHRI's values 7. Sensitivity to political and cultural contexts 8. Additional language skills

Terms and conditions

This is a full-time post to be performed at the ENNHRI Secretariat in Brussels, reporting to ENNHRI's Team Leader Operations.

The starting date is as soon as possible following interview. Permanent staff members are required to be based in Brussels, and ENNHRI has a hybrid working approach and 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. €4,500 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, hospitalisation insurance, pension contributions, teleworking allowance, lunch vouchers and eco-cheques). The holiday entitlement is 20 days legal, 6 days extra-legal (pro rata), plus public holidays.

ENNHRI is an equal opportunities employer.

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. Please do not use Artificial Intelligence to submit your application. We intend only to withhold candidates which provide their own, original application suited to this specific post at ENNHRI.

Deadline for application: Monday 5 January 2026, 23:59 CET.

In-person interviews will take place in Brussels on 20 January 2026.