



Advocacy Operations Assistant

Employment at the Human Rights House Foundation

Human Rights House Foundation (HRHF) is looking for a skilled, resourceful and qualified candidate to support its international advocacy programme staff, and to be in charge of logistics related to HRHF's international advocacy programme and administration of HRHF's Geneva Office and Brussels representation. Fluency in French and English is required.

Position:	Advocacy Operations Assistant
Reports to:	Head of Advocacy
Duration:	Open-ended contract (with a 3 months' probation period)
Occupation:	80-100% (can be discussed), availability for travels is required
Start:	As soon as possible
Location:	Geneva (Switzerland)
Remuneration:	HRHF offers competitive salary and benefits according to the location, and compensation for travelling abroad

Main duties and responsibilities

Administrative office assistance for HRHF's Geneva Office and Brussels representation:

- In cooperation with HRHF's Head of Advocacy and Geneva Office, coordinate issues related to office insurances, social insurances and other related issues
- Financial reporting: Filing financial documentation (receipts, invoices, reimbursements), keeping overview of invoices and ensuring regular payments, preparing accounting documentation monthly and ensuring transmission of documentation to HRHF's Oslo office
- Coordinate conclusion of contracts with external parties
- Copy, print, scan and archive documents
- Draft documents and letters
- Support HRHF staff in professional administrative tasks as well as personal administrative tasks for which they need administrative support
- Coordinate administration issues related to human resources, such as drafting contracts, work authorisation, follow up on employees' working conditions
- Preparing meeting facilities for HRHF staff and externals: booking the room, preparing drinks and snacks for meetings, cleaning up after the meetings
- Ensure office management for HRHF's Geneva Office and its Brussels representation (Getting/ordering lunches and dinners, buying coffee/tea/snacks for meetings, sending

and picking up letters/packages at the post office, organising and maintaining order in cabinets, common area and office, ordering office supplies)

Logistical assistance to the advocacy programme:

- Coordinating travel arrangements related to advocacy projects for HRHF staff and partners, preparing documentation for reimbursing partners' travel costs
- Assisting in organising conferences, seminars and meetings in relation to specific advocacy projects
- Taking care of visa and accreditation applications
- Coordinating orders of advocacy material
- Assisting HRHF staff in travel reporting and personal reimbursements (organizing documents, scanning, pre-filing template)
- Coordinating interns, fellows and temporary staff recruitment processes and working cycle

The Advocacy Operations Assistant will also be called upon to support the work of the whole organisation, especially for major events.

As Advocacy Operations Assistant, you answer to HRHF's Head of Advocacy, who supervises Geneva Office and Brussels representation. You are part of HRHF's team and we expect interest and engagement in all HRHF activities and participation in relevant staff meetings and seminars, and conferences and meetings of Human Rights Houses, as relevant.

About you

The successful candidate is expected to have a mature and flexible attitude, to display good time management skills, to be able to undertake work independently. She/he is furthermore expected to have experience working with diverse cultures and backgrounds, to be open-minded and ready to support others in their tasks. The person is also expected to know the Swiss and ideally the Belgian administrations, be ready to learn, and show patience in dealing with administrations.

Skills and experience:

In addition to genuine interest in and basic knowledge of human rights, candidates should have strong willingness to act as support staff and ensure fulfilment of administrative and assistance tasks, in addition to:

- Education in a related field, Swiss certificate CFC of trade employee or education in administrative management, or equivalent training;
- At least 3 years of experience in a similar position, and knowledge of civil society;
- Proven experience to multitask, work under limited supervision, and take initiative under tight deadlines;
- Willingness to work in a fast-paced environment;
- Excellent command of English and French (knowledge of Russian is an asset);
- Knowledge of the Swiss administration, social security (knowledge of the Belgian administration and social security is an asset);
- Strong organisational, administrative skills and flexibility at work;
- Keen attention to detail, hands-on, ability to work in a team and communicate with colleagues, and strong interpersonal skills, as well as an eagerness to learn and network;
- Sound understanding of dynamics in a small office.

Good judgment, discretion and ability to maintain confidentiality are essential. Strong integrity and a commitment to the highest degree of professional excellence are also required.

Application procedure

All applicants are required to email the following documentation to Florian Irminger, Head of Advocacy, at cv@humanrightshouse.org (specific subject line: “Application: Advocacy Operations Assistant – your name”):

- Cover letter (about 1 page);
- Curriculum vitae (2 pages maximum);
- Names and contact details for 2 references.

Please apply by latest Monday 11 September 2017.

Shortlisted candidates can be requested to submit further documentation. HRHF is an equal opportunity employer. We value a diverse workforce and an inclusive culture.

About Human Rights House Foundation (HRHF):

Human Rights House Foundation (HRHF) protects, supports and empowers human rights defenders and their organisations. To accomplish this, HRHF brings organisations together in Human Rights Houses, and unites the Houses in an international network.

HRHF advocates with partner organisations to promote the freedoms of assembly, association, and expression, and the right to be a human rights defender – to ensure that individuals and organisations can work freely and openly to protect human rights at home and abroad.

Today, more than 100 independent human rights organisations work together in 15 Human Rights Houses. HRHF is based in Oslo, with an office in Geneva and representation in Brussels and Tbilisi. The Houses are located in Eastern & Western Europe, the Caucasus and the Balkans