



HUMAN RIGHTS HOUSE
FOUNDATION

Employment at the Human Rights House Foundation

European Advocacy Officer

The Human Rights House Foundation (HRHF) is looking for a resourceful and qualified candidate to support its advocacy towards the European Union institutions, as well as the Council of Europe, in close cooperation with partner and member NGOs of the Human Rights House Network (HRHN).

Position:	European Advocacy Officer
Duration:	1 year
Reporting to:	HRHF's Head of Advocacy and Geneva Office
Occupation:	100% (can be discussed)
Start:	As soon as possible
Location:	Brussels (Belgium)
Missions abroad:	Regular travelling can be required, especially to Geneva, Oslo, Strasbourg, Eastern Europe, Caucasus, and Western Balkans.

HRHF offers a consultancy position to be built up, and compensation for travelling abroad.

About you

The successful candidate is expected to be an active NGO person, have a mature and flexible attitude, display good time management skills, and be able to undertake work independently. She/he is furthermore expected to be engaged in NGOs, able to organise events, have an expertise of the European Union mechanisms and policies, and an understanding of other international human rights bodies especially the Council of Europe. Excellent interpersonal skills are required, as well as an eagerness to learn and network.

Core duties

The European Advocacy Officer position includes a wide range of tasks, including but not limited to:

- Conduct background research and assist with the collection of relevant information on European Union mechanisms, including the Council, the European Parliament, the European External Action Service, and other relevant mechanisms, especially in regard with economic cooperation between the European Union and Eastern European countries;
 - Participate in developing HRHF's efforts in advocacy towards the European Union, including by formalising its status towards EU agencies;
 - Insure sharing of knowledge within HRHF staff of European Union mechanisms;
 - Coordinate activities in relation to hearings and advocacy missions to the European Parliament, as well as advocacy events at Brussels especially;
- Assist in developing advocacy strategies towards the European Union for specific countries, especially Azerbaijan, Serbia and Ukraine;
- Develop and maintain a mapping of MEPs, which HRHN an use for its advocacy;

- Conduct background research and assist with the collection of relevant information on Council of Europe mechanisms, including the Committee of Ministers, the Parliamentary Assembly, the Venice Commission, the Commission for the Prevention of Torture, the Secretary General and the Commissioner, as well as the Conference of International Non-Governmental Organisations;
 - Coordinate activities in regard to advocacy at the Parliamentary Assembly, and further participate in developing follow-up activities;
 - Provide logistical support in the organisation of workshops and meetings in Strasbourg, as well as advocacy visits to Strasbourg of Human Rights House Network partners;
 - Follow specifically work on HRHF projects related to the Council of Europe and development of activities in Strasbourg;
- Develop and maintain a mapping of MPs within the Council of Europe system, which HRHN can use for its advocacy;
- Provide technical and logistical support for events organised in Brussels and Strasbourg;
- Provide technical support to HRHF staff.

As HRHF's European Advocacy Officer, you answer to HRHF's Head of Advocacy and Geneva Office. You are part of HRHF's team and we expect interest and engagement in all HRHN activities, as well as participation in relevant staff meetings and seminars and HRHN conferences and meetings.

Skills and competences

Besides genuine interest in and basic knowledge of human rights and of international human rights mechanisms, candidates should have a proven experience in working in civil society organisations, in addition to:

- Relevant academic background (international law, international relations, political sciences);
- Proven experience to multitask, work under limited supervision and take initiative under tight deadlines;
- Proven experience to run NGO projects, as well as in project proposal development and fundraising;
- Sound understanding of the European Union mechanisms and policies (and Council of Europe mechanisms and tools), and the work of NGOs in the European Union;
- Excellent command of oral and written English (knowledge of Russian is an asset), and strong writing skills –ability to draft articles on human rights issues;
- Capacity to see the big picture, have a keen attention to detail, and be hands-on, like to work in a team and to communicate with colleagues, and strong interpersonal skills.

Application procedure

All applicants are requested to e-mail the following documentation to Florian Irminger, Head of Advocacy and HRHF Geneva Office, at florian.irminger@humanrightshouse.org:

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

Applications must be sent in latest by Sunday 18 May 2014.

The successful candidate will be expected to take up the post as soon as is reasonably feasible.

About the Human Rights House Network (www.humanrightshouse.org)

The Human Rights House Network (HRHN) unites 90 human rights NGOs joining forces in 18 independent Human Rights Houses in 13 countries in Western Balkans, Eastern Europe and South Caucasus, East and Horn of Africa, and Western Europe. HRHN's aim is to protect, empower and support human rights defenders and their organisations locally and unite them in an international network of Human Rights Houses.

The Human Rights House Foundation (HRHF), based in Oslo (Norway) with an office in Geneva (Switzerland), is HRHN's secretariat. HRHF is international partner of the South Caucasus Network of Human Rights Defenders and the Balkan Network of Human Rights Defenders.

HRHF has consultative status with the United Nations and HRHN has participatory status with the Council of Europe.