



HUMAN RIGHTS HOUSE FOUNDATION

Would you like to work with and for human rights defenders in a growing international network?

The Human Rights House Foundation (HRHF) was established in 1989 and is based in Oslo with an office in Geneva. HRHF is the secretariat of the international Human Rights House Network (HRHN) established in 1994. HRHF has altogether 12 employees and is expanding. HRHN unites 87 human rights NGOs joining forces in 18 independent Human Right Houses in 13 countries in four regions.

HRHN's aim is to protect, empower, and support human rights organisations locally and unite them in an international network of Human Rights Houses. HRHN's main objective are to facilitate the establishment of sustainable human rights institutions and network, to empower human rights defenders and their work for greater impact on the human rights agenda at home, to generate political support for human rights defenders and NGOs and to promote and protect the freedoms of assembly, association and expression.

Political Advisor

For a new established position, we are now looking for a Political Advisor (PA) to our offices in central Oslo.

Our Political Advisor will be a key resource in the organisation and work closely with our Executive Director, and follow up and assist our Executive Director (ED) in a proactive manner to ensure efficiency and quality in her work and the organisation as well. Our PA shall, on an independent and outreach initiative, collect, analyse and summarize reports to support our Executive Director and organisation.

Main Responsibilities:

- Collect, systematize, and present requested information up front of meetings etc.
- Monitor important publications and articles within specific themes and update our leader about this written or oral.
- Ongoing systematization and updating of information for specific topics.
- Scheduling and control the calendar for the Executive Director.
- Planning and coordination of travel activity
- Act as a good discussion partner and advisor for our Executive Director on both administrative challenges and professional topics.
- Assist the management team in their daily work.
- Act as the Company Secretary.

- Ensure that all board meetings, network meetings, events, seminars and other meetings are conducted in a best possible manner.
- Quality assurance of written communication from HRHF.
- Contribute and update existing presentation material.
- Other administrative tasks.

Qualifications:

- Higher relevant education.
- At least 3-4 years of relevant experience with transfer value.
- Preferably experience from organizations / Companies that work with similar interest as HRHF or other international matters.
- Experience from the public area, journalism, or politics, will be seen as an ideal background.
- Interest and knowledge about human rights and international affairs.
- Excellent oral and written communication skills in English and Norwegian.
- Good IT knowledge.
- Proactive, service oriented, structured, independent, conscientious and flexible.

We can offer:

- A unique possibility to create a solid platform for further career within the sector.
- Be a part of an international network which works for fundamental human rights.
- Take an active role in the work to professionalize a well-managed organization with a strong reputation globally further.

For more information about the position, please contact Ørjan Gamst, 957 29 725 at Reflecto Search & Selection. To apply for this position, please send an e-mail to: orjan@reflecto.no, with your CV and application as soon as possible and latest by 30th of May.