



## **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 organizations 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.*

## **Information Officer**

For a new established position, we are now looking for an Information Officer (IO) to our offices in central Oslo.

Our Information Officer has responsibility for the organisation's website, including the subpages for existing and new members. The position is also in charge of operating and updating the organization's presence on social media. IO will in addition create, coordinate and operate all the graphic design and production of annual report, information materials, campaigns, and other printed or digital material.

### **Main Responsibilities:**

- Developing and Updating our websites and be in charge of the network's website.
- Creating new design / structure of the websites [www.humanrightshouse.org](http://www.humanrightshouse.org) based on the needs of the HRHN.
- Updating and publishing news and information on social media and make them visible and connected to HRHN partners and members.
- Publishing and correcting articles when relevant, including by coordinating content with our partners.
- Responsible for developing and updating the archive of photos and other visual presentations.
- Responsible for design and development of annual report, information materials, campaigns, and other printed or digital material.

- Facilitate national and international campaigns linked to our core objectives and activities.
- Finalizing documentation and reports visually.

Qualifications:

- Higher relevant education, preferable from IT or graphic design.
- Good knowledge with web-technology, maintenance and operation of websites.
- Relevant work experience with web and graphic design.
- Experienced user of social media.
- Good competence in use of different publishing and design tools.
- Good computer skills and interest for digital media.
- Independent work style with good team-skills as well.
- Service-minded, effective and high focus on deliverability.
- Creative with sense of form and concept development.

We can offer:

- Contribute to that HRHF's work and opinions are visible through the right channels and media, and that they emerge with credibility in a professional and trusting manner.
- Central position in a transnational organization with good opportunities to grow both personally and professionally.
- Be a part of a large 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](mailto:orjan@reflecto.no), with your CV and application as soon as possible and latest by 30<sup>th</sup> of May.