

ERRC

Job Description

Post Title: **Programme Officer – International Advocacy**

Reports to: **Team Coordinator**

Annual gross salary: 21.000 - 22.750 €(paid in HUF) plus benefits

Purpose of the post:

The Programme Officer – International Advocacy researches for and provides background material and information on Roma rights for advocacy submissions to international human rights bodies and contributes to the drafting of such submissions and other publications of the ERRC. S/he undertakes field and desk research for senior policy staff of the organisation. The Programme Officer establishes and maintains direct communication with local and national Roma NGOs and other relevant organisations/institutions.

Areas of Responsibility:

1. Supporting programme staff of the organisation by
 - a) Conducting desk research on Roma rights matters
 - b) Undertaking and/or supporting field research in cases of human rights violations
2. Monitoring developments and staying abreast concerning Roma rights in the geographic region covered by the organisation
3. Monitoring schedules of intergovernmental bodies concerning country specific submissions
4. Supporting, and where appropriate contributing to the drafting, of submissions to intergovernmental bodies of the UN, CoE and OSCE
5. Establishing and maintaining contacts with secretariats of intergovernmental bodies to ensure exchange of information
6. Establishing and maintaining contacts with local partners of ERRC or networks, in particular of Roma background, to ensure regular flow of information from the grass roots level
7. Drafting or contributing to drafts of reports
8. Drafting letters of concern as requested by Team Coordinator
9. Proposing research, advocacy or policy interventions
10. Consulting with Roma organisations on action to be taken nationally
11. Supporting the Information Officer in compiling information for ERRC news periodical
12. Contributing to the development and implementation of projects where required
13. Other tasks as assigned by the Team Coordinator

The ERRC is currently undergoing an internal restructuring process. The post of Programme Officer – International Advocacy might therefore focus at a later stage on a specific theme within the overall thematic scope of the organisation which might require adjustments to the job description.

Last modified: 14.01.2008