

Person specification

Title: Programme Officer – international advocacy

➤ Education and knowledge

Essential

- Educated to university level with a degree in political or social science, human rights, social work or equivalent
- Good understanding of human rights and non-discrimination issues in the wider European region
- Good knowledge of Roma rights related issues in the European region
- Knowledge of international human rights instruments and bodies

➤ Experience

Essential

- Experience in working with Roma communities
- Work experience in non-governmental organisations for at least 2 years
- Experience in carrying out desk research
- Familiarity with identifying relevant information and background material
- Some experience in undertaking field research in the human rights context

Desirable

- Experience in working with intergovernmental structures in the human rights sector
- Experience in drafting policy submissions and/or reports
- Some experience in implementing projects

➤ Abilities and skills

Essential

- Fully IT literate (Microsoft package and internet search)
- Speak and write fluently in English
- Sound analytical skills
- Strong networking capacities
- Ability to work with organisations operating in a diverse political and cultural context
- Ability to appropriately communicate with persons having experienced discrimination or human rights violations
- Interpersonal and communication skills
- Good judgement and maturity
- Aptitude to support senior staff
- Writing skills
- Ability to prioritise work, to meet deadlines and to work under pressure
- Ability and willingness to travel from time to time as required

Desirable

- Proficiency in Romani language and/or other language of Central or South-eastern Europe a major asset

➤ **Personality**

- High level of commitment to work on Roma rights
- Enthusiastic about working in an equal opportunities environment
- Readiness to work under pressure while maintaining a positive attitude
- Good team player and supportive character

While actual recruitment to all ERRC jobs is strictly on merit, ERRC commits itself to an equal opportunities policy. The organisation strives to increase the number of persons of Roma origin in its staff and therefore specifically encourages candidates of Roma background to apply. In order to overcome existing disadvantages faced by Roma, candidates of Roma background will be offered special measures in taking up and during employment at ERRC.

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