

Vacancy for Traineeship at ENNHRI (The European Network of National Human Rights Institutions)

ENNHRI, the European Network of National Human Rights Institutions, brings together 41 NHRIs across wider Europe. ENNHRI's goal is to enhance the promotion and protection of human rights across the European region. It carries this out through assisting in the establishment and accreditation of NHRIs; coordinating exchange of information and best practice between members; facilitating capacity building and training; engaging with regional mechanisms; and intervening on legal and policy developments at a European level. ENNHRI is an international not-for-profit association under Belgian law, with a Permanent Secretariat and registered office in Brussels.

ENNHRI is looking for a trainee to support its work for six months, starting as early as possible in October.

Main duties and tasks

The candidate will play an important role in ENNHRI's daily work, assisting with the following tasks:

- Organising internal and external events, including thematic Working Group meetings, trainings and our General Assembly meeting
- Policy and advocacy work: background research, drafting of papers and other written materials, contact management, attend and report on events
- The production of mailings, updating website content and social media channels and management of other communication tools
- General administrative tasks including contact and database management, information requests and other membership related activities

Terms of employment

The traineeship will be offered for up to six months, starting as early as possible in October. The traineeship is full time and will be carried out at ENNHRI's Secretariat office in Brussels, with the possibility of occasional travel within Europe.

ENNHRI will provide the candidate with a Belgian traineeship contract ("Convention d'immersion professionnelle") with a remuneration of approximately € 1000 per month. ENNHRI is an equal opportunities employer.

Application procedure:

Please send your CV and cover letter in English to: [jobs\(at\)ennhri.org](mailto:jobs@ennhri.org) with ENNHRI traineeship 2017-2018 in the subject line.

The deadline for applications is **24H00 CET on 18 September 2018**. **Please note that we will review the applications on a rolling basis.**

Interviews will take place in person or by Skype at ENNHRI's Secretariat in Brussels, at a date to be confirmed, between 21 and 25 September. We regret that ENNHRI cannot support the cost of travel to the interview, but Skype interviews are welcomed.

Many thanks for your interest in ENNHRI.