

## **Programme Officer position**

Location: 37/39 rue de Vermont, 1211 Geneva 20, with possibility of part time home office

Duration: one year, renewable

Starting date: beginning of June 2023

Work rate: 40% (15h/week)

This is a paid position

### **MISSION**

The Programme Officer supports the Programme Coordinator in developing and implementing the human rights advocacy and training programmes, as well as in managing the Association's day-to-day operations.

### **ABOUT DOMINICANS FOR JUSTICE AND PEACE**

Dominicans for Justice and Peace is a non-profit, faith-based NGO that represents the Order of Preachers (Dominicans) at the United Nations. The organisation is committed to promoting justice and peace worldwide, as well as to protecting and promoting human rights for all. Through its advocacy, training, and academic programmes, Dominicans for Justice and Peace collaborates with members of the Dominican Family and other civil society partners worldwide to encourage them and enhance their capacity to advocate for human rights at both local and international levels.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The Programme Officer:

- is responsible for designing and executing human rights advocacy actions at the United Nations on specific countries;
- designs and implements human rights trainings customised for civil society actors in different countries;
- represents the Association in different thematic NGO working groups;
- is responsible for the Annual Report of the Association and develops it in collaboration with communications personnel;
- helps with administrative tasks;
- supports fundraising efforts developed by the Project Manager;
- assists in the development and implementation of the Association's communication strategy (website, newsletters, social media, etc).

### **SKILLS AND QUALIFICATIONS**

- Working experience in human rights advocacy and training;

- Expertise in human rights and in the UN human rights mechanisms;
- Desired minimum level of study: Bachelor's degree or equivalent in a relevant field;
- An excellent command of both written and spoken English as well as very good skills in French and/or Spanish;
- Excellent analytical skills;
- Excellent ability to interact and work with various stakeholders (diplomats, members of catholic orders, NGOs, etc.);
- Proficient in using collaboration tools such as Google Workspace and Microsoft 365;
- Experienced in working with diverse cultures and backgrounds;
- Enthusiastic, pro-active, and open-minded;
- Strong sense of responsibility and ability to work independently;
- Flexible, strategic thinking, good organisational capacity, and ability to manage busy periods.

## HOW TO APPLY

Deadline: 11.04.2023

Application for the position should be sent (by email only) to Ms Isis Alves at [isis.alves@un.op.org](mailto:isis.alves@un.op.org). Please mention in the subject of the message "Programme Officer job advertisement". Please send:

- Your curriculum vitae;
- A 1-page cover letter (in English) motivating your application;
- Confirmation of a Swiss work permit or Swiss citizenship.