The German Institute for Human Rights is the National Human Rights Institution (NHRI) of Germany with A-Status according to the Paris Principles of the United Nations. Its tasks include policy advice, applied research on human rights issues, human rights education, dialogue and co-operation with national and international organizations, documentation and information.

The Institute seeks to recruit as soon as possible (preferably starting on July 1, 2016) a special adviser for the support of the director of the Institute in her function as Chairperson of the Global Alliance of National Human Rights Institutions (GANHRI).

The position is full-time with a fixed term until June 30, 2019 (subject to availability of funds) and will be based in Berlin, Germany.

Areas of responsibility include but are not limited to:

Applying your academic, practice-oriented expertise the incumbent will support the director of the German Institute for Human Rights during her three-year term as GANHRI Chairperson.

Tasks will include, inter alia:

- Coordinating strategic as well as performing content-related work within the Chair’s office, including research and preparation of briefings
- Supporting preparatory and follow-up work with regard to concept and substance of GANHRI meetings and events
- Drafting and coordinating GANHRI-statements and other input for various international fora, in close coordination with the existing GANHRI structures
- Following the content work of GANHRI working groups closely, assisting and advising in their work
- Regular exchange with GANHRI structures and regional coordinators in order to ensure coherence in the global and regional work of NHRIs
- Supporting the Chair’s instant response to requests for intervention/support by an NHRI under pressure or threat
- Supporting the Chair’s coordination with GANHRI Working Group Chairs.

Qualifications and experience:

- Advanced university degree (masters or equivalent) in Law or Social Sciences
- Solid background in and experience with human rights work
- Familiarity with United Nations as well as regional human rights mechanisms, and basic knowledge of the role and functions of National Human Rights Institutions
• Ability to engage - including under time constraints - in precise and thorough research resulting in practice-oriented briefings
• Ability to produce mainly English-language texts that are clear, structured and reader-friendly;
• Strategic thinking, excellent communication skills and ability to use a variety of communication channels.
• Fluency in English plus advanced proficiency in at least one other GANHRI working language (Arabic, French, Spanish), as well as German

We offer...

... a unique opportunity to support Germany's National Human Rights Institution in fulfilling its leadership function within GANHRI and, therefore, to shape the present and future of the alliance. We also offer a collegial working atmosphere and a high level of flexibility with regard to working hours and workplace, and provide for means of technical assistance.

Salary will be based on the German public employment scheme (TVöD-Bund 13), contingent upon the final job evaluation.

We strive for equal representation of all societal groups among our staff and would like to increase the proportion within our staff of persons with migration background and of persons with disabilities.

Contact:

To apply, please use our online application form only, see http://www.institut-fuer-menschenrechte.de/das-institut/stellenangebote/stellen/bewerbungsformular-wissenschaftliche-r-mitarbeiter-in-ganhri/

More accessible application formats are available upon individual request. In this case, please contact Ms. Sara Phung, phung@institut-fuer-menschenrechte.de or via phone: 030 - 259 359 - 0).

Please do not submit any resume, cover letter or photos. If additional documents are needed, we will contact you.

The application deadline is May 25, 2016, 12:00 a.m. (receipt of your electronical documents at the Institute).

The interviews are expected to take place on 7 and 8 June, 2016.

We look forward to receiving your application!