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) an office assistant to support 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:

During the three-year term of the director of the German Institute for Human Rights as GANHRI chair the incumbent will provide organizational support and be responsible for the smooth administration of the Chair’s office.

Tasks will include, inter alia:

- Organisation and administration of the GANHRI Chair’s office
- Serve as contact point for all of the Chair’s correspondence in several languages, including coordination of communication with all relevant GANHRI structures and ensuring an instant response to all incoming requests
- Preparation and follow-up with regard to travel and external appointments
- Coordinating the director’s GANHRI duties with her internal duties at the Institute

Qualifications and experience:

- Professional qualification as multilingual secretary or comparable qualification
- Relevant professional experience as a personal assistant to CEOs or other high-level managerial staff
- Fluency in English and German plus advanced proficiency in at least one other GANHRI working language (Arabic, French, Spanish)
- Experienced in handling verbal and written correspondence (also under time pressure), including a high level of precision in reviewing and editing letters and other correspondence, as well as the ability to draft texts on the basis of dictations or bullet points
- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to work in a diverse and multi-cultural environment
- Affinity for human rights work
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 9a), 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-assistenz-ganhri/](http://www.institut-fuer-menschenrechte.de/das-institut/stellenangebote/stellen/bewerbungsformular-assistenz-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!