

**European Union Special Representative
for Human Rights**

**Job Description for the post of Assistant to the
EUSR for Human Rights**

ANNEX I

Organisation:	EUSR for Human Rights
Job Location:	Brussels, Belgium
Availability:	Immediately, until Feb 28, 2023
Contract Regime:	Fixed term local Contract under BE law
Job Titles/Vacancy Reference:	Assistant to the EUSR for Human Rights
Number of posts:	1 post
Deadline for applications:	April 23, 2021
Email address to send the CV and completed application template:	EEAS-EUSR-HR@eeas.europa.eu
Additional information:	EEAS-EUSR-HR@eeas.europa.eu

Assistant to the EUSR for Human Rights

The EU Special Representative for Human Rights wishes to appoint an Assistant, who will provide administrative, communication and logistical support for his work.

The post is based in Brussels, is subject to Belgian employment law, and is for a fixed term, until February 28th, 2023.

The Assistant will be responsible for managing the EUSR office, agenda, office correspondence and communications, virtual meetings, hosting visitors, mission travel and other miscellaneous tasks.

The Assistant will work as a key member of the EUSR's team and will collaborate with the team of Political Advisors and staff of the EU institutions, especially the EEAS.

A candidate must be a citizen of an EU member state.

The successful candidate will be required to apply for the appropriate EU security clearance certificate, if not already in possession of one.

The closing date for applications is April 23, 2021.

Completed application form, CV and examples of experience should be sent to:

EEAS-EUSR-HR@eeas.europa.eu

Job Title	Assistant to the EUSR for Human Rights
Job Description	<ul style="list-style-type: none"> ○ Processing, and co-ordination of all the EUSR's correspondence and messaging, including confidential reporting ○ Arranging meetings and appointments for the EUSR, including those carried out in virtual format ○ Making the logistical arrangements relating to the EUSR's travel to meetings, missions and events outside of Brussels, including the organisation of visas and any other mission travel requirements for the EUSR and his team ○ Assisting in the organisation of events, such as seminars, webinars, round tables etc., including events to be held online ○ Maintenance and organisation of office records ○ Liaising and co-operating with the EUSR's team, with the staffs of the EEAS, EU institutions, representatives of Member States, Embassies based in Brussels, EU Delegations and Civil Society Organisations ○ Such other duties as the EUSR may assign
Minimum Requirements	<p>MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> ○ Third-level education, at least to primary degree level or equivalent ○ Relevant experience of working in an employment which requires a high degree of confidentiality ○ Excellent skills and experience in the use of information and communications technologies ○ Excellent written and spoken English, and French ○ Experience of Event Management ○ Good interpersonal and communications skills and an ability to work in a multi-cultural environment ○ An interest in and some knowledge of Human Rights <p>TERMS & CONDITIONS</p> <ul style="list-style-type: none"> ○ A fixed term contract under Belgian law is offered until 28th February, 2023 ○ If employed, the employee is required to present a valid certificate with the necessary level of security clearance (EU SECRET or equivalent) from the country of permanent residency ○ The selection procedure will take place shortly after the expiry of the deadline for submitting the applications ○ Competitive salary package according to experience ○ The candidates considered to be most suitable will be short-listed and, if selected, interviewed in Brussels ○ The EUSR will be responsible for the final selection <p>APPLICATION PROCEDURE</p> <ul style="list-style-type: none"> ○ E-mail address to send your CV & completed job application form: EEAS-EUSR-HR@eeas.europa.eu ○ The deadline for applications is April 23, 2021 ○ All applicants must complete the application form. ○ Applications submitted without the form will not be considered ○ Please do not send at this stage recommendation letters. Only shortlisted candidates will be asked to provide such letter ○ Please do not contact the EUSR office as only those shortlisted will be contacted
Terms & Conditions	
Application procedures	