

Call for Programmes Officer

aditus foundation is an independent, voluntary and non-profit organisation established with a mission to **monitor, act and report** on access to fundamental human rights. Our work includes advocacy, research, capacity building and provision of legal aid.

aditus foundation is also Secretariat to the Platform of Human Rights Organisations in Malta ([PHROM](#)), Malta's first and only network of human rights NGOs.

We are seeking to expand by current team by recruiting a **Programmes Officer**. The position is for part-time employment starting as soon as possible and for an initial period of 12 months. A remuneration package will be offered in accordance with the selected candidate's level of experience and expertise.

JOB DESCRIPTION

The **Programmes Officer** will be a full and active member of our team, answering to the Director and responsible for the following activities:

- Technical research and drafting on various human rights themes for our policy statements, shadow reports, [FRANET](#) activities, consultations, etc.;
- Active participation in and coordination of projects;
- Filling the role of **Secretariat Officer** to the **Platform of Human Rights Organisations in Malta (PHROM)**, www.humanrightsplatform.org.mt, namely:
 - Regular newsletters to Member Organisations;
 - Project coordination;
 - Member Organisation outreach;
 - Executive Committee support.
- Administrative support, mainly in the area of financial management.

Prospective candidates should:

- Be in possession of a University degree in a field related to or including human rights;
- Be knowledgeable of or familiar with key human rights instruments (e.g. United Nations core treaties, EU Charter for Fundamental Rights, European Convention on Human Rights, etc.);
- Have experience in project management;
- Have excellent IT and communication skills;
- Work well within a team environment, and under pressure;
- Understand and agree with the organisations' guiding principles.

Candidates with knowledge or experience of accounts will be given preference.

If you're interested please send your CV, covering letter and writing sample (if available) by not later than **Monday 28th September** to our Director neilfalzon@aditus.org.mt.