



PLATFORM FOR INTERNATIONAL COOPERATION ON UNDOCUMENTED MIGRANTS

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## **JOB ANNOUNCEMENT**

### **Program Officer** PICUM Office, Brussels

PICUM, the Platform for International Cooperation on Undocumented Migrants, is a leading European non-governmental organization that aims to promote respect for the human rights of undocumented migrants within Europe, including the right to health care, housing, education and fair working conditions. PICUM seeks to achieve this aim by providing its members and other interested parties with expertise, advice and support, by strengthening networking amongst organizations dealing with undocumented migrants in Europe, and by formulating recommendations for improving the legal and social position of these migrants, in accordance with national constitutions and international treaties.

#### **Position Summary**

PICUM is seeking a highly motivated, diligent and experienced individual to serve as Program Officer in its office in Brussels, Belgium.

This position will require ability versatility, encompassing a number of tasks, including: research, monitoring and reporting activities on European policies and the human rights of undocumented migrants in the EU; advocacy work on the mainstreaming of undocumented migrants in social and integration policies at national and European levels; and awareness-raising amongst the media and PICUM members concerning the values and practices underlying the protection of undocumented migrants' human rights. The Program Officer reports to the Director and works closely with the other staff members.

#### **Responsibilities**

- Conduct research on the legal and practical aspects concerning the human rights of undocumented migrants in Europe
- Review important developments in policies affecting undocumented migrants, in European countries and the leading European institutions
- Draft thematic in-depth analyses and background papers on undocumented migrants for publication
- Report on news and events related to the human rights of undocumented migrants in Europe for PICUM's monthly newsletter
- Plan and carry out field trips and thematic workshops in different European countries
- Maintain and develop contacts with PICUM's members and project partners, and assist in the development of contacts with organisations supporting undocumented migrants outside Europe
- Maintain and develop contacts with the media and draft press releases
- Regularly update PICUM's website

## **Qualifications**

- University-level degree in a relevant field (e.g. social sciences, political sciences, international law, etc.), or equivalent by experience. Master-level degree an asset.
- Demonstrated commitment to and understanding of migrants' rights issues, social exclusion and international human rights framework.
- General knowledge of policy making frameworks on the EU level.
- Proven experience in the field of social policy, human rights, and migration, and in working in an international context such as a European network.
- Proven track record in developing, coordinating and executing projects.
- Excellent writing, research and speaking skills.
- Strong networking and organizational skills.
- Able to meet deadlines and work under pressure.
- Able to work with minimal supervision.
- Strong team player.
- Flexibility (willing to work an occasional evening and/or weekend if necessary).
- Good knowledge and experience in working with information technology. Web management an asset.
- Ability to speak and write fluently in English. Excellent level of French. Additional EU languages an asset.

## **Terms of Appointment**

This is a full-time position, with a one-year renewable contract. Preferred starting date: October 15<sup>th</sup>, 2006. Gross monthly salary: 2.400,00 Euros.

## **To Apply**

Please send a cover letter and CV in English by **September 6, 2006**, to the following e-mail address: [administration@picum.org](mailto:administration@picum.org). Interviews for short-listed candidates will be held on September 22, 2006. No phone calls please. Please do not send applications by post. More information about PICUM can be found at [www.picum.org](http://www.picum.org).