



Position: Regional Assistant Mashreq
Location: Flexible, preferably Copenhagen
Deadline to apply: October 28, 2015

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a full-time position as Regional Assistant Mashreq.

Background:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a Danish-based foundation established in 2004, which aims at supporting and reinforcing the capacities of human rights defenders and NGOs in the South-Mediterranean region through the provision of rapid and strategic financial assistance (www.emhrf.org). The headquarters of the EMHRF are located in Copenhagen (Denmark) and the EMHRF has two sub-offices in Paris (France) and Tunis (Tunisia).

Job Summary:

The Regional Assistant Mashreq will assist the Programme Director and the Regional Coordinator for the Mashreq in their daily work to protect and support human rights defenders in the Mashreq region, with a focus on Syria and Egypt. The Regional Assistant Mashreq will work under the direct supervision of and report to the Regional Coordinator – Mashreq.

Essential Job Functions:

- Provide regular updates/analysis regarding the developments and the needs of human rights defenders in the Mashreq region;
- Ensure reception, evaluation of grant applications and advice to the applicants, with a focus on Egypt and Syria. Identify among others innovative and emerging projects, human rights defenders and organizations with ongoing activities in need for protection and capacity building;
- Advise civil society actors in relation to the writing of funding proposals;
- Maintain an updated database of applications received from the Mashreq region;
- Ensure reception and evaluation of narrative and financial reports from the grantees, stemming both from the emergency and the strategic interventions. Prepare analytical qualitative and quantitative summaries with potential recommendations to the attention of the Board;
- Work closely with grantees to build their organizational capacities, programmatic strategies, and their linkages to other grantees and partners to share lessons learned and contribute to movement building. Establish relations of mutual trust with human rights defenders, grantees, intermediaries and partners, both on the ground and from outside the region;
- Organize, participate in and report on field visits in the region;
- Attend Board meetings and report about application files and reports from grantees to the Board, if needed;
- Contribute to other *ad hoc* activities to assist the work of the EMHRF in the Mashreq region;

- Assist with short translations and researches;
- Ensure evaluation of his/her activities.

Skills, education and experience:

- At least 2 to 3 years of relevant experience, preferably in the areas of human rights and/or project coordination in the MENA region
- University degree in relevant field
- Excellent oral and written communication skills in Arabic (mother tongue or similar) and English are mandatory (French will be an additional advantage)
- Good knowledge of human rights and civil society actors in the Mashreq countries
- Experience of narrative and financial reporting's procedures
- Sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment
- Ability to meet deadlines, to set priorities, to coordinate work and manage complex tasks
- Excellent organisational skills
- Computer literacy

Terms and Conditions:

Duty station: Copenhagen or Paris (or other)

Duration: 1 year contract with possible extension

Work: full-time

Salary: competitive

Start of the assignment: December 2015

To apply:

Interested applicants should submit their resume and cover letter **in English** no later than **October 28, 2015** to Ms. Anne-Sophie Schaeffer, Programme Director: asc@euromedrights.net, with cc. to Ms. Amelina Jaskowiak, Head of Unit Administration and Finances: aja@euromedrights.net.

Please indicate the full title of the position in the subject line of the email.