



The EMHRF offers a Programme and Administration internship at its headquarters in Copenhagen, Denmark

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a private Danish-based Foundation established on 9 December 2004 (www.emhrf.org). The Foundation aims at supporting human rights defenders by means of small scale, flexible funds in the Arab region. The Foundation's trademark is the support of human rights NGOs or members of human rights organisations under pressure or attack; innovative projects; and support of NGOs whose activities tend to fall outside mainstream donor priorities.

The internship will start on the **1st June 2017** and will run for **6 months**, with 37 hours pr. week. The Intern will receive a compensation of approximately EUR 780 per month before taxes and paid holiday of approximately three weeks.

Main duties and responsibilities:

The tasks of the intern will mainly consist in assisting the EMHRF's programme and administrative teams with:

- Updating a comprehensive database of grants applications received and the responses given to them;
- Assisting the Mashreq programme team (which works on Syria, Lebanon, Jordan, Israel/the occupied Palestinian territories and Egypt) in assessing the applications for support and the reports received from beneficiaries (both narrative and financial);
- Assisting in planning and organising field visits, if needed;
- Conducting short research relevant to the work of the EMHRF;
- Updating the EMHRF website;
- Providing general ad hoc support to the administrative team.

Qualifications:

- Excellent communications skills (written and spoken) required in English and Arabic (mastering French will be considered a plus);
- Computer literacy and good knowledge of Microsoft Office programs – especially Excel for the database and financial reporting;
- Knowledge of communication tasks and tools;
- Proven ability to set priorities, meet tight deadlines, manage multiple assignments and time effectively;
- Interest in human rights issues, civil society of the Middle East and North Africa.

To apply:

Interested candidates should submit their resume and cover letter by email **as soon as possible (not later than 21st May 2017)** to Julia García Han, Administration and Finances Officer, jga@emhrf.org and Améline Jaskowiak, Administration and Finances Director, aja@emhrf.org