



## **The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a maternity cover position as Administration and Finances Officer**

### **Background:**

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](http://www.emhrf.org)). The Foundation aims at supporting human rights defenders by means of small scale and 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 donors' priorities.

The headquarters of the EMHRF are located in the city center of Copenhagen and consist, besides the Administration and Finances Officer, of an Administration and Finances Director, a Programme Coordinator, and an intern. In addition, the EMHRF secretariat has two sub-offices in Tunis and Paris with a Programme Director, a Regional Consultant, two Programme Coordinators and a Programme Assistant.

The staff of the Foundation works under the supervision of the Management consisting of the Programme Director and the Administration and Finances Director.

### **Duties:**

Working under the supervision of the Administration and Finances Director at the Copenhagen headquarters, the main duties of the Administration and Finances Officer are divided in Administrative, Financial and Human Resources tasks as follows:

#### **ADMINISTRATIVE TASKS**

- Prepare the practicalities of all meetings and travels for the Board and staff members
- Ensure administrative support to the sub-offices
- Monitor Danish and French legislation in relation to administrative, financial and human resources regulations and advise the management on possible policies and measures to be undertaken
- Manage the relationship with translators, interpreters and other stakeholders

#### **FINANCIAL TASKS**

- Make reimbursements and transfers related to the EMHRF activities
- Prepare payments documentation
- Ensure data entry in bookkeeping system (Microsoft Dynamics Nav)
- Conduct monthly reconciliations
- Assist the Administration and Finances Director in the preparation of financial reports to donors
- Assist the Administration and Finances Director in the preparation of the annual financial audit



#### HR TASKS

- Facilitate the recruitment of new staff
- Keep track of employees' time registration and holidays
- Prepare monthly salaries using Bluegarden's salary system

#### Qualifications:

- Fluency in written and spoken French and English mandatory
- Computer literacy is mandatory, experience with Excel is required, experience with Microsoft Dynamics Nav is a plus
- Relevant accounting experience and/or education is required
- Relevant experience in dealing with administration and office management is a plus
- The ability to multi-task, pay strict attention to details and demonstrate the flexibility to get assignments completed within the set deadlines is required
- The selected candidate must have strong interpersonal skills, be proactive and demonstrate the characteristics of a team player.

**Working hours and wage:** The Administration and Finances Officer will be employed to work 37 hours per week according to the Danish scale of wages based on qualifications and experiences.

**Start of assignment:** November 2017

**Duration:** Eight months

**To apply:** Interested applicants should submit a resume and letter of motivation in **English** as soon as possible and no later than **September 24, 2017** to Améline Jaskowiak, Administration and Finances Director, [aja@emhrf.org](mailto:aja@emhrf.org) and Julia García Han, Administration and Finances Officer, [jga@emhrf.org](mailto:jga@emhrf.org)