



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

### **Background:**

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a private regional foundation established on 9 December 2004 ([www.emhrf.org](http://www.emhrf.org)). Its headquarters are located in Denmark and it has regional offices in France and in Tunisia. The EMHRF aims at supporting human rights defenders in the Arab region by means of small scale and flexible funds. In particular, it provides support to human rights NGOs or members of associations under pressure or attack; innovative and sensitive projects within the regional context; and to NGOs whose activities fall outside mainstream donors' priorities.

### **Job Summary:**

The Mashreq Regional Assistant will assist the Programme Team in its daily work to protect and support human rights defenders and civil society organizations. Under the direct supervision of the Programme Director, the Assistant will closely work with two Regional Coordinators.

### **Essential Job Functions :**

- Closely follow up on and provide updates regarding developments and needs of human rights defenders in the Mashreq region;
- Ensure reception and evaluation of grant applications. Conduct thorough due diligence reviews on applications received and identify -among others- innovative and emerging initiatives, human rights defenders and organizations with ongoing activities in need for protection and coaching;
- Advise applicants in relation to the writing of funding proposals, and 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 the movement building;
- Ensure reception and evaluation of narrative and financial reports from the grantees, stemming both from the emergency and the standard interventions. Prepare analytical qualitative and quantitative summaries with potential recommendations to the attention of the Board;
- Establish relations of mutual trust with human rights defenders, grantees, intermediaries and partners, both on the ground and from outside the region;
- Maintain an updated database of applications received from the Mashreq region;
- Organize, participate in and report on field visits in the region, as required;
- Attend meetings and report on application files / grantees' follow-up to the Board, as required;
- Contribute to other *ad hoc* activities, including translations and researches;
- Ensure reporting on his/her activities.

### **Skills, education and experience:**

- At least 2 years of relevant experience, preferably in the areas of civil society and human rights in the MENA region;
- Additional expertise on and experience working with Syrian and Egyptian civil society actors is a significant plus;
- University degree in relevant field (Middle Eastern studies, political sciences, sociology, law, etc.);

- Excellent oral and written communication/drafting skills in Arabic (mother tongue or similar) and English are mandatory (French will be an additional advantage);
- Experience of monitoring and evaluation is advantageous;
- 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;
- Computer literacy

**Terms and Conditions:**

*Duty station* : France (Paris suburb)

*Type of contract*: Permanent (CDI)

*Work*: full-time

*Salary*: 28.5-32.5 K€ (annual before taxes) over 12 months and according to experience, meal vouchers 9€ (50% covered by EMHRF), supplementary health insurance (60% covered by EMHRF), 50% public transportation covered by EMHRF.

*Start of the assignment*: January 2018

**To apply:** Interested applicants should submit a resume and letter of motivation in **English** as soon as possible and no later than **November 15, 2017** to Anne-Sophie Schaeffer, Programme Director (asc@emhrf.org), and Améline Jaskowiak, Administration and Finances Director (aja@emhrf.org).

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