



## **Programme and Administration internship Copenhagen, Denmark**

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a private Danish-based Foundation established in 2004 ([www.emhrf.org](http://www.emhrf.org)). The Foundation aims at supporting human rights defenders and NGOs by means of small scale and flexible funds in the South-Mediterranean region.

The internship will provide a unique opportunity to learn from and contribute to developing effective management and communication practices and tools in a regional grant-making foundation as well as understanding critical human rights issues pertaining to the Middle East and North Africa.

The internship will start as soon as possible and will run for **6 months**, with 37 hours pr. week. The Intern will receive a compensation of approximately **DKK 6015 per month** before taxes and paid holiday of 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 dashboard to follow up on grantees' reporting material and deadlines;
- Updating and organising all grantees' reporting files on the server;
- Sending reminders to grantees about their reporting obligations monthly, and following up on the latter;
- Assisting in assessing activity and financial reports received from grantees, and developing updated reporting templates, if needed;
- Updating the EMHRF website;
- Providing general support to the administrative team.

### **Qualifications and Interests:**

- Excellent communications skills (written and spoken) in English and French. Arabic is a plus.
- Good level of Excel skills and desirable experience working with database management.
- High attention to detail and high level of accuracy.
- Superior organizational skills, including the ability to juggle and prioritize tasks and work to deadlines.
- 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** to Kérima Nicholls, Administration and Finances Officer, [kni@emhrf.org](mailto:kni@emhrf.org) and Améline Jaskowiak, Administration and Finances Director, [aja@emhrf.org](mailto:aja@emhrf.org). Kindly write "Programme and Administration Internship" in the subject. Note that we are reviewing the applications on a continuous basis.