



Mashreq Programme Internship Paris, France

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

The internship will provide a unique opportunity for students that have recently graduated or about to graduate to learn from and contribute to supporting the civil society as well as understanding various dynamics and critical human rights issues in the Arab region.

The internship will start as soon as possible and will run for **6 months**, with 35 hours pr. week in France. The Intern will receive a compensation according to the Labour law and lunch vouchers of € 9 per unit as well as be reimbursed of 50% of his/her local transportation costs.

Main duties and responsibilities:

The tasks of the intern will mainly consist in assisting the EMHRF's Mashreq programme team with:

- Maintaining a database of and statistics on grants applications up-to-date;
- Assessing applications for financial support received from Syria, Lebanon, Jordan, Israel/the occupied Palestinian territories and Egypt;
- Assessing activity and financial reports received from grantees according to monitoring and evaluation standards, and developing updated reporting templates, if needed;
- Sending reminders to grantees about their reporting obligations, and following up on the latter;
- Conducting short research relevant to the work of the EMHRF.

Qualifications and Interests:

- Excellent communication skills (written and spoken) in English and Arabic. French a plus.
- Understanding of or experience with monitoring and evaluation.
- 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 and Améline Jaskowiak, Administration and Finances Director, aja@emhrf.org. Kindly write "Mashreq Programme Internship" in the subject.

Note that we are reviewing the applications on a continuous basis.