



The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a position as Regional Follow-up and Coaching Coordinator

Background:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a Danish-based regional foundation established in 2004 that aims at supporting and reinforcing the capacities of human rights defenders in the South-Mediterranean region through the provision of rapid and strategic financial assistance (<http://emhrf.org/>).

Job Summary:

Working under the supervision of the Programme Director, the Regional Follow-up and Coaching Coordinator will ensure daily follow-up about the situation of the Foundation's local partners in the Mashreq region (Egypt, Palestine, Israel, Lebanon, Jordan and Syria), provide hands-on advice and develop a pilot tailored coaching programme to strengthen their capacities and resilience, notably in hostile environments, as well as strengthening exchange of experiences and knowledge among human rights defenders, academics, like-minded NGOs and funders to contribute to building and sustaining the local human rights movement.

Essential Job Functions:

- 1) Assist the Foundation in following up on the development of the situation of local human rights defenders and NGOs in the Mashreq region:
 - Work closely with the Mashreq programme team to ensure reception and evaluation of reports (narrative and financial) from local grantees, stemming both from the emergency and the standard funding interventions.
 - Work closely with grantees to strengthen their reporting capacities and their linkages to other grantees and partners to share lessons learned and contribute to the movement building.
 - Provide regular updates and analysis about the development of grantees' actions and their needs.
- 2) Assist the Foundation in developing its actions aimed at strengthening the capacities and knowledge of local human rights defenders and NGOs in the Mashreq region:
 - Establish and develop a tailored coaching, exchange and training programme aimed at reinforcing the operational capacities of human rights defenders and NGOs in hostile contexts.
 - Identify and liaise with local and international experts/consultants and NGOs that can contribute to building the capacities of local grantees in various fields.
 - Establish a database of relevant resources (guides, manuals, etc.) that can contribute to building knowledge of local grantees and ensure their availability in Arabic.
 - Develop a fellowship database and disseminate relevant information to local human rights defenders in addition to assisting them with submitting applications.
 - Closely monitor the developments of and report on the tailored coaching, exchanges and trainings implemented.
 - Prepare analytical summaries to the Board's attention.



- 3) Assist the Foundation in strengthening exchange of experiences and knowledge among human rights defenders, academics, like-minded NGOs and funders active in the region:
 - Develop an academic watch on specific issues/countries by identifying and coordinating with key researchers and academics.
 - Organize regular exchanges between funders on civil society developments and needs to strengthen knowledge sharing, coordination and funding convergences.
 - Organize discussion seminars on significant political, social and cultural dynamics pertaining to the region, including by developing an agenda, coordinating with relevant speakers and researchers, and assisting with the logistics in coordination with the administration and finances department.
 - Produce detailed reports on these funders' exchanges and discussion seminars.
- 4) Develop and assist in the drafting of funding proposals and reports to donors to ensure the sustainability of EMHRF actions in the Mashreq region.
- 5) Establish relation of mutual trust with the grantees, academics, partners and funders, both on the ground and from outside the region.
- 6) Attend Board meetings and represent the EMHRF at national and international events, upon delegation from the Programme Director or the Board.
- 7) Contribute to other *ad hoc* activities, including translations and research when needed.
- 8) Maintain appropriate, organized and accessible archive in relation to her/his activities.

Skills, Education and Experience:

- At least 5 years of experience working with the civil society in the MENA region.
- Relevant experience in performing research on political economy issues in the MENA region.
- Knowledge of training programmes in the MENA region will be considered as an advantage.
- Excellent writing and oral communication skills in English and Arabic mandatory (French an additional advantage).
- Demonstrated ability to think critically, to take initiative and show creativity in solving problems.
- Sensitivity and appreciation for diverse viewpoints and different communication styles in a politically and culturally diverse environment.
- Excellent organizational skills and ability to meet deadlines, to set priorities, to coordinate work and manage complex tasks.
- Computer literacy.

Terms and Conditions:

Location: France (93100 Montreuil).

Time and duration: full-time unlimited term contract (CDI)

Salary: based on EMHRF salary scale and taking into consideration experience.

Start of the assignment: March-April 2019.

To apply:

Interested applicants should submit their resume and cover letter **in English** no later than **January 31st, 2019** to recruitment@emhrf.org. Please indicate the full title of the position in the subject line of the email.