



## **Maghreb and 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 (<http://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 that are 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 and Maghreb programme teams with:

- Maintaining a database of applications for financial support received up to date;
- Assessing applications for financial support received from the Maghreb (Morocco, Algeria, Tunisia and Libya) and from the Mashreq regions (Egypt, Syria, Lebanon, Jordan, Israel and the occupied Palestinian territory).
- 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.
- Assisting the programme teams in other ad hoc activities.

### **Qualifications and Interests:**

- Interest in human rights issues, civil society of the Middle East and North Africa.
- 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.

### **To apply:**

Interested candidates should submit their resume and cover letter in English by email **as soon as possible and not later than 15 September 2019** to [recruitment@emhrf.org](mailto:recruitment@emhrf.org). Kindly write "Mashreq and Maghreb Programme Internship" in the subject of your email. Only selected candidates will be contacted for an interview.