



Maghreb and Mashreq Programme Internship Paris, France

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a private Danish-based regional 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 South-Mediterranean 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 Maghreb and Mashreq regions (Morocco, Algeria, Tunisia, Libya, Egypt, Palestine/Israel, Jordan, Lebanon and Syria).

The internship will start as soon as possible and will run for **6 months**, with 35 hours per 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 EMHRF's Mashreq and Maghreb programme teams with:

- Maintaining a database of applications received up to date, and ensuring each application receives an answer in due time;
- Performing due diligence reviews on the applications received, both urgent and standard, according to the criteria and procedures;
- Assessing activity and financial reports received from grantees according to monitoring and evaluation standards;
- Sending reminders to grantees about their reporting obligations, and following up on the latter, if needed;
- Conducting short research relevant to the work of EMHRF;
- Updating the website of EMHRF;
- Participating in and assisting the programme teams in other ad hoc activities.

Qualifications and interests:

- Interest in human rights and civil society dynamics in the Middle East and North Africa.
- Excellent communication skills (written and spoken) in English and Arabic.
- 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 (that can provide an internship agreement from an institution in France) should submit their resume and cover letter in English by email **as soon as possible and not later than 14 February 2020** to 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.