



**REGIONAL PROGRAMME ASSISTANT FOR THE MAGHREB
FRANCE (PARIS SUBURBS)**

Job description:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is seeking to recruit a dynamic and committed individual to support its programmes in the Maghreb region. The aim of the post is to support human rights defenders and non-governmental organisations and provide tailored accompaniment to help consolidate and sustain the human rights ecosystem in the Maghreb region. This position requires knowledge and understanding of civil society dynamics (established and recent) and political developments in Algeria, Tunisia, Morocco and Libya.

General information:

EMHRF is a foundation established under Danish law on 9 December 2004 (<https://emhrf.org/>). The Foundation's objective is to provide flexible financial support to individuals, institutions and non-governmental human rights organisations in the southern Mediterranean region. EMHRF is headquartered in Copenhagen and has a secondary office in France, staffed by the main programme coordinators. The Board, the EMHRF's highest authority, is made up of twelve volunteer members who are respected representatives of civil society and experts on human rights issues in the Euro-Mediterranean region.

Responsibilities:

The Regional Programme Assistant for the Maghreb will assist the programme team in its day-to-day work of protecting and supporting human rights organisations and defenders.

1) Follow-up and evaluation of grants

- Assess the narrative and financial reports of the defenders and organisations supported, in accordance with the internal guidelines for monitoring and evaluating grants.
- Gather regular data on the progress of the projects/initiatives supported and ensure compliance with the provisions of the partnerships (in terms of objectives, budgets, deadlines, etc.).
- Gather feedback from defenders and organisations supported, and provide partners with advice on monitoring, evaluation, learning and reporting to strengthen their capacity in this area.
- Write evaluation briefs and propose, where appropriate, strategic directions for the Foundation's mission.
- Participate, as appropriate, in field visits organised to deepen understanding of the dynamics, priorities and challenges of civil society.

2) Support and monitor civil society dynamics

- Monitor and provide regular feedback on civil society dynamics in the Maghreb region.
- Contribute to the analysis of the needs of civil society actors, particularly in terms of security, resilience and sustainability.
- Assist the programme team in the in-depth examination of requests for support for urgent protection, seed and operational support from civil society actors.



- Draft consultations (assessments) to enable the Board to take decisions on requests for support submitted by civil society actors.
- Coordinate with other bodies and mechanisms that provide support to defenders and organisations in the region to strengthen convergence and avoid duplication.
- Make proposals to help consolidate civil society's agency on human rights issues.

Training, experience and skills required for the post :

- University degree (Master or equivalent) in the field of human rights, political or social sciences, or in an equivalent field.
- At least 3 years' relevant experience in or with civil society in at least two countries (Algeria, Tunisia, Morocco and Libya).
- Excellent writing and oral communication skills in Arabic and French required, as well as a good command of English.
- Strong commitment to the principles and practice of human rights and equality.
- Knowledge of project monitoring and evaluation standards.
- Proven ability to demonstrate critical thinking, initiative and creativity in problem solving.
- Ability to maintain complete confidentiality regarding assigned tasks and related documentation, and to exercise discretion and tact in dealing with various groups of people.
- Excellent organisational skills and the ability to meet deadlines, set priorities and coordinate work with other colleagues based in different locations.
- Computer literacy is mandatory, and a good knowledge of digital security is preferred.

Commitment to equality:

EMHRF is committed to ensuring equality and non-discrimination on the grounds of sex, religion or belief, race, colour, ethnic origin, marital status or civil partnership, pregnancy and maternity, nationality, social position, economic position, political opinion, disability, age, sex, sexual orientation, gender identity or gender reassignment in its recruitment process. EMHRF is a multicultural environment that celebrates diversity. All employees are expected to promote and act in a way that ensures a non-discriminatory, open and sensitive approach to others from different backgrounds and cultures.

Terms and conditions :

Place of employment: France (Paris suburbs)

Type of contract: 18-month fixed-term contract (CDD)

Working hours: full-time

Salary: Based on the salary scale, depending on experience, plus benefits (€9 luncheon vouchers, complementary health insurance and 75% reimbursement of public transport fares).

Start date : January 2025

To apply: Interested candidates should send a **CV and cover letter in English attesting to experience and skills acquired with civil society in at least two countries (Algeria, Tunisia, Morocco and Libya)** as soon as possible and **no later than Monday 16 December 2024** to recruitment@emhrf.org, indicating the job title in the subject line of their email.

The position will remain open until filled. Only selected candidates will be contacted and invited to an initial interview.