



Internship at the secretariat of ProtectDefenders.eu

ProtectDefenders.eu - The EU Human Rights Defenders mechanism is looking for a 'Programmes' intern.

Based at the Secretariat's office in Brussels, the intern will provide support to the Programme and Administrative teams, under the overall supervision of the Head of Secretariat.

TASKS TO BE PERFORMED BY THE INTERN DURING THE INTERNSHIP

The intern will carry out a variety of tasks related to the purposes of the EU HRD Mechanism coordination and implementation, which will provide an opportunity for learning and achieving relevant work experience in the field of human rights at global and EU levels both from a programmatic and an administrative perspective.

Tasks & General Responsibilities:

- Carry out first screening of applications received;
- Prepare summaries of applications;
- Support in follow up and monitoring processes;
- Support in communication with different actors, including applicants, partners and other stakeholders in relation to the programmes;
- Prepare various data for analysis and maintain up-to-date information within related folders and database;
- Participate in meetings, preparing summary and briefing notes;
- *Ad hoc* translation support;
- Provide support for the organisation of activities and events;
- Support in the management of contact mailboxes;
- Support for updating the website and social media;
- Administration support including but not limited to:
 - Entering and coding accounting data (scanning and filing)
 - Assisting with resolving of accounting issues (contacting suppliers for documents, resolving open entries in bookkeeping)

ProtectDefenders.eu
is implemented by a
Consortium of 12 NGOs
Front Line Defenders
Reporters sans frontières
OMCT
FIDH
ILGA
EMHRF
Forum Asia
Protection International
Peace Brigades
International
ESCR-Net
Urgent ActionFund
DefendDefenders

PROTECTDEFENDERS.EU

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1040 Brussels, Belgium
Phone +32 2 201 87 27



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- Assisting with the financial reporting (EU expenditure verification)
- Supporting the move of payroll data
- Organizing of the server and physical administrative files through support towards systematization procedures (including historical data)

QUALIFICATIONS REQUIRED

- Studies (master's degree) in law, international relations, social sciences or related field or recent graduate.
- Experience in human rights would be an asset, especially with a local human rights organisation on the ground.
- Knowledge of EU institutions, UN procedures and regional mechanisms for the protection of human rights would be an asset.
- Good drafting and editing skills. Social media and website skills are an asset
- Ability to handle confidential or sensitive information.
- Ability to adapt to multidisciplinary work in the environment of a multicultural team.
- Fluency in English and French, oral and written.
- Fluency in Spanish, Arabic, or Russian would be an asset.

PERSONAL SKILLS

- Committed to the defense of human rights
- Proactive
- Good interpersonal, organizational, and communication skills
- Detail-oriented

STARTING DATE AND CONDITIONS

- Preferred starting date: As soon as possible. Ideally 15 October.
- Duration: Six months, with possibility of extension up to 12 months
- Conditions: Following CIP or University agreement
- **The candidate needs to have permission to do an internship in Belgium.**

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HOW TO APPLY?

Please send your CV and cover letter (please include information about your availability) before the 25th of October 2020 by email at recruit@protectdefenders.eu with the subject: '**Programme Internship**'.

Please note that only short-listed candidates will be contacted.

Early applications are encouraged as the vacancy can be filled before the deadline.

Interviews will be held in our office in Brussels or via Skype.

INFORMATION ABOUT PROTECTDEFENDERS.EU

ProtectDefenders.eu is the European Union Human Rights Defenders mechanism, established to protect defenders at high risk and facing the most difficult situations worldwide.

ProtectDefenders.eu:

- Operates a permanent and rapid response mechanism to provide emergency support and material assistance to Human Rights Defenders in danger, their families and their work.
- Manages support programmes of temporary relocation for Human Rights Defenders at risk .
- Supports and coordinates organisations and stakeholders working on temporary relocation for Human Rights Defenders, including through the EU temporary relocation platform.
- Provides training, support and capacity building to Human Rights Defenders and local organisations.
- Monitors the situation of human rights defenders and advocates for a protection agenda for Human Rights Defenders at local, regional and international level.
- Promotes coordination between organisations dedicated to support for Human Rights Defenders, EU institutions and other relevant actors.

The implementation of ProtectDefenders.eu is led by a Consortium of 12 NGOs active in the field of Human Rights, namely Front Line Defenders, Reporters Without Borders (RSF), World Organisation Against Torture (OMCT), International Federation for Human Rights (FIDH), Economic, Social and Cultural Rights Network (ESCR-Net), International Gay and Lesbian Association (ILGA), Urgent Action Fund for Women's Human Rights (UAF), Protection International (PI), Peace Brigades International (PBI), Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF), Forum Asia and East and Horn of Africa Human Rights Defenders Project (EHAHRDP).

ProtectDefenders.eu is coordinated by an independent Secretariat based in Brussels.

For more information, please visit our website:
www.protectdefenders.eu

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