



**Grant Officer - EU Emergency Fund**  
**ProtectDefenders.eu**  
**Brussels, Belgium**

ProtectDefenders.eu is the EU Human Rights Defenders mechanism, established to protect Human Rights Defenders (HRDs) at high risk and facing the most difficult situations worldwide. The mechanism is implemented by a Consortium of 12 international NGOs and coordinated by a Secretariat (Fondation Internationale pour les defenseures des droits de l'homme, FIDDH) based in Brussels.

The Secretariat together with FLD, FIDH, OMCT and RSF has been awarded an additional grant to manage the EU Emergency Fund for Human Rights Defenders at risk. This additional grant will start in December 2019 for a duration of 3 years. The Action aims to support human rights defenders (HRDs) in situations where they are most at risk through the operation and implementation of a rapid and efficient EU Emergency Fund for Human Rights Defenders at Risk.

The Secretariat is seeking to recruit a grants officer to ensure coordination of the grants given to HRDs in the framework of the EU Emergency Fund project. This is an exciting opportunity for someone with experience in Human Rights and Grants, with strong communication skills, who will play a crucial role in the successful implementation of the project.

**Tasks & General Responsibilities of the Grant officer**

The Grant Officer will act as main contact point between the HRDs and FIDDH. Under the supervision of the Head of Secretariat, and in collaboration with the other members of the team, they manages the grants from the reception of a delivery request by DG DEVCO to the final approval of the reports. The Emergency grant officer is in charge of keeping a general overview of grants allocated, ensure an updated database and prepare relevant tables.

In details, the Grant Officer:

- Manages the requests for emergency grants submitted by DG DEVCO, creating a contact with the HRDs through secure channels, drafting the contracts and ensuring safe and fast disburse of the funds;
- Follows up on the grants awarded, monitoring the status of progress of grants and liaising with stakeholders to receive intermediate and final narrative and financial reports;

- Ensures the quality of the received reports for each one of the disbursed grants; if necessary, support the HRDs in drafting the reports;
- Keeps an updated database of the grants, ensuring that all grant information is reflected adequately in the database;
- Extracts reports and analyses data from the database;
- Maintains up-to-date information within related folders;
- Reports issues faced in the grant allocation system to the Head of Secretariat and suggests pro-actively solutions;
- Is responsible for drafting the annual report of the project;
- Ensures sharing of good practices and lessons learnt;
- Collaborate with the other grant officers in developing guidelines and ensuring knowledge-sharing and improvement of the grant programmes.

#### **Experience:**

- A degree in law, political science, management or related fields;
- At least three years of working experience in the NGO sector or international/regional organisations with a focus on human rights;
- Experience in managing grant programs;
- Deep understanding of the needs of human rights defenders at risk;
- Experience in working with people from diverse backgrounds.

#### **Skills:**

- Excellent written and oral communication skills in English;
- Proficiency in Spanish;
- Knowledge of French or Arabic is an asset;
- Good organizational skills;
- Skills in the use of software applications;
- Database management skills and proficiency in excel.

ProtectDefenders.eu Secretariat values diversity and is an equal opportunity employer.

Applications comprising a CV with at least two references and a cover letter should be sent by email to [recruit@protectdefenders.eu](mailto:recruit@protectdefenders.eu) **before 10 December 2019**. Please write in the subject of the email: *Your surname* - Grant officer application. The position might be filled before the deadline, early applications are encouraged.

The Grant Officer will be based in ProtectDefenders.eu Secretariat in Brussels and needs to have the necessary permit to work in the EU.

The post-holder will receive a gross monthly salary of €2,800 with a competitive package of benefit. The successful candidate will be expected to start work in January 2020. Given the project period of the Programme, the contract will be for three years.