

HEAD OF SECRETARIAT – MATERNITY REPLACEMENT

Fondation Internationale pour les défenseurs des droits de l'homme (FIDDH) was established in 2015 as Secretariat of the programme EU Human Rights Defenders Mechanism. The programme, known as ProtectDefenders.eu, was established to protect defenders at high risk and facing the most difficult situations worldwide and it is now at its fifth year of implementation by a consortium of 12 international NGOs with the support of the European Commission.

After four years of successful implementation of the Mechanism, the Fondation has in 2019 started the implementation of two additional programmes: the EU Emergency grants for Human Rights Defenders at risk and the Comprehensive support to Human Rights Defenders in Turkey.

Tasks & General Responsibilities:

As director of the Fondation Internationale pour les défenseurs des droits de l'homme, the Head of Secretariat reports directly to the Chair of the Board of ProtectDefenders.eu. They works under the supervision and management of the Board with the assistance of other Secretariat staff members. They supervises and coordinates effectively all elements of three programmes: the EU Human Rights Defenders Mechanism EIDHR2019/410-910, the EU Emergency grants for Human Rights Defenders at risk EIDHR2019/412-087 and the Comprehensive support to Human Rights Defenders in Turkey IPA2018/403-372. In addition, they provides overall representation of, and coordination between, the Board of ProtectDefenders.eu, the Turkey project Board, the members of the two Consortia; ensures liaison with the EU Commission, EEAS, EP and other external actors; manages the Secretariat and its staff.

Programme and financial management

- Oversees effective coordination and implementation of the programmes and ensure compliance of all Consortium Members with EC rules and regulations;
- Is responsible for the financial oversight and implementation of the Consortium budgets in close coordination with the Finance Officers to ensure appropriate control and compliance of the overall financial reporting;
- Is responsible to ensure efficient implementation of the activities of direct responsibility of the Secretariat for each one of the programmes in accordance with the contracts and the budgets;
- Provides support and expertise to the Board, the Consortia members and the staff regarding EU regulations and ensure that internal guidelines and policies are in full compliance with them.

Monitoring and reporting

- Oversees the technical, administrative and financial reporting; in coordination with the reporting officers, ensure that the programmes are fully designed and implemented according to the approved project proposals and in accordance with the requirements of the EC;
- In coordination with the Finance Officers, ensures timely arrangements, implementation and follow-up of expenditure verifications and external audits as required by the contracts and the Donors;
- Reports to the Consortia members on activities, especially the fulfilment of project objectives, and the early warning of areas and activities needing strengthening;

Coordination:

- Provides secretariat support to the Board for its monthly meetings; makes recommendations to the Board and, following Board approval, to Consortium members for changes to the programmes and Consortium procedures, systems and processes.
- Facilitates Consortium meetings and enable an effective cooperation culture across partners;

Institutional representation and visibility:

- Represents and communicates about the programmes activities to the EU Commission in particular through coordination meetings with DG DEVCO, reporting back on the outcomes;
- Organises in close coordination with the Communication officer an annual series of meetings with partners and beneficiaries together with other relevant actors supporting HRDs .

Management of the Secretariat:

- Manage all staff employed in the Secretariat, supervise and support them to ensure that the team fulfil their responsibilities;
- Ensures proper internal organisation and overall structure of the Secretariat which is a legal entity under Belgian Law; supported by the Administration Officer, provide any necessary logistic or administrative support to allow the structure to operate smoothly and in compliance with the relevant legislation;
- Supervises the accounting records and ensure that the accounts reflect fairly the financial situation of the Secretariat; present them to the Board for approval annually.

Experience/knowledge:

- Masters Degree in International Relations, Human Rights, Law or other related field.
- Minimum of eight years of professional experience with international NGOs, of which at least five years successfully managing the implementation of complex projects. Experience of EU funding is an advantage.
- Demonstrated experience in developing and managing large budgets, with preference for previous experience with a Consortium or a network.
- Good understanding of principles of sound financial management; familiarity with budgets, forecasts and financial reporting procedures.
- Strong coordination/negotiation skills with the ability to effectively coordinate among partner organisations and with diverse partners and stakeholders.
- Experience in managing and supervising a team.
- Understanding of the security and protection of human rights defenders around the world.
- Experience in institutional representation and negotiation with donors.

Skills:

- Excellent oral and written English language skills, French or Spanish requested
- Proven knowledge of EU grants regulations
- Strong management and organisational skills
- Strong analytical skills
- Strong interpersonal and communication skills.

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 **before 10 June 2020**. Please indicate as subject of the email: "your surname - HoS maternity replacement"

The position might be filled before the deadline, early applications are encouraged.

The successful candidate will be expected to start work in June 2020 until February 2021. The Head of Secretariat will be based at ProtectDefenders.eu Secretariat in Brussels and would have the necessary permit to work in the EU.

We offer a job with flexible working hours, in a dynamic team and an interesting financial package including contribution to private health insurance, lunch vouchers, public transport reimbursement, 21 days of holidays per year, pension group insurance. The gross salary is of 4,100 euro per month and can be adjusted according to the experience of the selected candidate.