



PROTECTDEFENDERS.EU

# TERMS OF REFERENCE: GRANTS OFFICER

**Job Title:** Grants Officer

**Department:** Programs

**Reports To:** Head of Programs & Partnerships

**Job Summary:**

Under the supervision of the Head of Programs & Partnerships, the Grants Officer is responsible for coordinating and managing the rapid response and organizational grant-making programs for at-risk human rights defenders and organizations, as implemented by the Secretariat of ProtectDefenders.eu. The Grants Officer leads and facilitates coordination efforts and is in charge of overseeing the overall follow-up and implementation of the single entry points for the emergency grant and support programs for organizations delivered by Consortium partners. Additionally, they are responsible for the operationalization of the European Commission's Emergency Fund and play an active role in fostering programmatic and funding cooperation for human rights defenders with European institutional actors, particularly with European Union delegations.

**Key Responsibilities:**

1. Single-entry point coordination

- Responsible for conducting thorough analysis and coordinating applications received through the single-entry points under the emergency and support to organizations programs, ensuring effective and timely support for human rights defenders (HRDs) and their organizations.
- Collaborates with the Head of Programs & Partnerships and the broader team to develop and implement strategies for the effective coordination of emergency grant programs, adjusting approaches based on the evolving needs of HRDs and partner organizations.
- Organizes and coordinates regular meetings with Consortium partners to maintain an overview of grants allocated to HRDs or



local HRD organizations. These meetings also serve as platforms to foster knowledge-sharing and best practices among partners, ensuring a collaborative approach to the grant process.

- Organizes and facilitates spaces for exchange and learning on trends, patterns, and emerging needs related to the protection of human rights defenders. These sessions contribute to the strategic adaptation of the program and inform key reporting processes.
- Coordinates the processes for defining and agreeing on the annual list of priority countries for ProtectDefenders.eu's interventions, ensuring that the focus remains relevant and responsive to emerging risks.
- Communicate in a secure and sensitive manner with the applicants, human rights defenders, partners and other stakeholders in relation to the grant programmes
- Monitors and follows up on the grants awarded, tracking the progress of activities and ensuring that outcomes align with the objectives of the grant. This includes providing regular updates and reports on the status of grants.
- Maintains accurate, up-to-date information within relevant folders and databases, ensuring that all records related to grants and program activities are well-organized and easily accessible for reporting and audit purposes.

## 2. Emergency Fund management

- Responsible for overseeing the implementation of the Emergency Fund, ensuring efficient coordination through liaison with the donor, and working under the supervision of the Head of Programs & Partnerships to meet programmatic goals and donor expectations.
- Plays a key role in facilitating the exchange of information, mapping, and establishing systems for effective cooperation with similar or analogous programs developed or implemented by the European Commission. This includes, but is not limited to, coordination with initiatives such as the EU SEE and the country support schemes for civil society led by EU Delegations.

## 3. Stakeholder Engagement and Network:

- Build and maintain relationships with key stakeholders, including partners and donor where and as relevant.
- Actively participate in relevant networks and coordination processes related to grantmaking. This includes engagement with external stakeholders for the purposes of information exchange, due diligence, verification, and sharing best practices in the field of grant management.

## 4. Monitoring and Reporting:

- Develop, implement, and maintain robust monitoring systems for grant activities, ensuring efficient access to comprehensive information on applicants, applications, and outcomes.



- Responsible for preparing detailed reports on the activities of the single-entry point and Emergency Fund grants. These reports will be shared with internal teams, partners, and donors as needed, ensuring transparency, accountability, and data-driven insights for program improvements.

#### 5. Meeting Planning Team Member:

With the rest of the Secretariat colleagues, support the organizing and other activities linked to the Secretariat annual meetings

#### 6. Collaborative Projects:

Work with colleagues across the secretariat and consortium to support joint projects and initiatives as relevant and requested.

#### **Qualifications:**

- Bachelor's degree in International Relations, Human Rights, Political Science, Social Sciences, or a related field. A Master's degree is preferred.
- At least 2-3 years of experience in grant management, program coordination, or project implementation, ideally in the context of human rights or international development.
- Experience in working with emergency support programs for human rights defenders or civil society organizations.
- Experience collaborating with international organizations, donors, and stakeholders, including institutional actors such as the European Union.
- Fluent in English. Additional language skills, particularly French or Spanish, are highly desirable.
- Understanding of grants administration, including application assessment, due diligence, and reporting processes.
- Knowledge of human rights defenders' protection mechanisms and experience working in a fast-paced, high-pressure environment.

#### **Skills and Competencies:**

- Collaboration: Proven ability to work collaboratively with colleagues, partners, and stakeholders.
- Attention to Detail: High level of accuracy and attention to detail in all aspects of work.
- Adaptability: Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Strong analytical skills,
- Organizational Skills: Excellent organizational and time management skills, with the ability to manage multiple tasks and deadlines.



- High level of accountability, attention to deadlines, and detail-oriented work ethic.
- Interpersonal Skills: Strong interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.

### **Working Conditions:**

- The position is based at the Secretariat of ProtectDefenders.eu, in Brussels.
- Occasional travel may be required to meet with partners, stakeholders, and attend events.
- Salary in line with Belgian legal requirements and internal policy : 2600-2800 EUR/month gross (Full time). Other benefits included: health insurance, pension scheme contribution, transportation allowance, meal vouchers, eco-vouchers and 13th month salary.
- 1 year contract with possibility of extension.
- Please note that the Secretariat of ProtectDefenders.eu is unable to sponsor work permits for this position and will only employ those who have the legal right to work in Belgium.

ProtectDefenders.eu is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive and diverse work environment.

### **Application Process:**

The vacancy is open to both internal and external candidates. Please provide an updated CV and a one-page letter of motivation that pertains to the position for which the candidate is applying. No use of AI for letter writing accepted.

Please send your application with GO\_YOUR NAME to [recruit@protectdefenders.eu](mailto:recruit@protectdefenders.eu).

### **Closing Date for Applications:**

The 31<sup>st</sup> of October 2024 though selection may be done on a rolling basis.

Due to the large volume of applications only short-listed candidates will be contacted.

By joining ProtectDefenders.eu, you will contribute to a meaningful mission dedicated to protecting human rights defenders worldwide. We look forward to receiving your application.