

**Program Officer**  
**Canada Resettlement Scheme project**  
**ProtectDefenders.eu**  
**Brussels-based**

The Secretariat of ProtectDefenders.eu - The EU Human Rights Defenders mechanism is looking for an **Programme Officer** for its current project with the Canadian Government.

This role will have a support responsibility to deliver on the PD.eu partnership with the Government of Canada on their Refugee Stream for Human Rights Defenders <sup>1</sup>. The role will support the Canada Program Coordinator, the team and the Secretariat in preparation and submission of applications to the Canadian Government's resettlement scheme and the relevant follow ups, in full accordance with the values and principles of the ProtectDefenders.eu.

It is a new phase of the program in the organization and as such, the role may develop and change as it is rolled out, based on programmatic needs.

**Tasks & General Responsibilities:**

The key accountabilities and associated duties include:

**1. Support in management of documentation applications, referrals and data base**

- Managing and updating the database of incoming and outgoing cases in collaboration and coordination with the partners
- Provide regular input on progress status of cases to the Program Coordinator to enable a timely follow up
- Create and review the supporting documents of HRDs. This includes, but is not limited to, conducting in-depth interviews with applicants, gathering documents, exchanges with partners, among others.
- Support the review of the applications and following up the required edits with the Case Management Consultant or other Interviewing Officer/Case Worker among partners
- Support Case Management Meetings and offer their technical input on the cases at discussion
- Following the operational protocols and data protection policies of the ProtectDefenders.eu at all times
- Ensuring adherence to robust administrative procedures

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<sup>1</sup>The purpose of the Canadian Government's Refugee Stream for Human Rights Defenders is to enable a limited number of HRDs who have had to leave their country due to risks they were facing because of their human rights work and who don't have access to a durable solution in the host country where they are now living, to have the opportunity to resettle permanently in Canada.

- Engage with HRDs or partners to directly support them in completing their applications and cases
- Working collaboratively with the ProtectDefenders.eu team and supporting their work and other initiatives as relevant and requested.

## **2. Analysis & Decision-making**

- Assess and verify incoming applications against Refugee Status eligibility and admissibility criteria;
- Assess and verify incoming cases against the ProtectDefenders.eu vulnerability and priority criteria for resettlement
- Analyze trends in requests/referrals within sociopolitical and geographical contexts according to the collected data in database;
- Respond to the incoming requests and conduct the necessary follow ups to finalize decisions on the requests

## **3. Measuring Impact**

- Providing statistics and required data related to the programme according to the database

## **EXPERIENCE REQUIRED**

- Experience of working 2-4 years in the area of human rights;
- Experience of working with UNHCR or NGOs or on refugee affairs;
- Experience of working with people from different cultural backgrounds;
- Experience of work evaluating risk scenarios in human rights contexts.
- Experience with administrative and finance related work is desired.

## **PERSONAL SKILLS**

- Excellent organisational and project management skills;
- Excellent political analysis and good judgment;
- Excellent reasoning ability;
- Excellent negotiation and diplomacy skills;
- Fluency (written & oral) in English and a second language relevant to the work of HRDs (e.g. Dari/ French/ Spanish/ Arabic/ Russian /Turkish)
- Excellent relationship building skills.
- Ability to work with sensitive issues such as forced displacement, trauma, violence and sexual violence.

## **STARTING DATE & CONDITIONS**

- Preferable starting date: January 2024
- The position is based in Brussels and is open to all eligible applicants who are based and have a work permit in the EU region.
- Duration and conditions: the candidate will be offered a one year renewable employment contract.

- Remuneration will be negotiated and agreed upon with the successful candidate, on a competitive scale in the field.

## **HOW TO APPLY?**

- Please send your CV and cover letter (please include information about your availability) before 25-11-2023 by email at [recruit@protectdefenders.eu](mailto:recruit@protectdefenders.eu) with the subject: 'Canada PO - Your surname'.
- Please note that only short-listed candidates will be contacted.
- Interviews will be held via Skype.
- Early applications are encouraged, as the applications will be screened on a rolling basis and the position might be filled before the deadline.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation
- For more information, please visit our website: [www.protectdefenders.eu](http://www.protectdefenders.eu)

## **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 a support programme of temporary relocation for Human Rights Defenders at risk to relocate inside their country, within their region or abroad in case of urgent threat.
- Supports and coordinates an exchange platform for 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.