



# TERMS OF REFERENCE: TEMPORARY RELOCATION GRANTS OFFICER

**Job Title:** Temporary Relocation Grants Officer

**Department:** Programs

**Reports To:** Temporary Relocation Manager

**Job Summary:**

The Temporary Relocation Grants Officer will support the successful implementation of ProtectDefenders.eu's Temporary Relocation and Shelter Initiatives programs by handling all aspects related to the grants process. This position will be responsible for grant management, including application processing, reporting, and financial oversight, working closely with the Temporary Relocation Programs Manager and the finance team. The TR Grants Officer will ensure compliance with ProtectDefenders.eu's procedures and help streamline the operational aspects of the grants.

**Key Responsibilities:**

**1. Grant Management:**

- Support the management of the full cycle of the grants process, including launching calls for proposals, receiving and reviewing applications, ensuring compliance with eligibility criteria, and supporting the evaluation process.
- Assist applicants by providing guidance on the grant process, documentation, and submission requirements.
- In collaboration with the finance team, oversee financial aspects of the grants, ensuring timely disbursements and compliance with budgets.
- Ensure proper documentation and reporting for each grant, maintaining up-to-date records of grantee activities and financial reports.



## **2. Application Processing and Reporting:**

- Coordinate the collection and assessment of applications for grants, ensuring consistency with program guidelines and objectives.
- Support the preparation of internal and external reports, including financial and narrative reports, to ensure accountability and transparency.
- Ensure compliance with all programmatic and donor reporting requirements and deadlines.
- Work with the Monitoring & Evaluation (M&E) team to track the impact and outcomes of the grant activities, gathering data from grantees to inform ongoing evaluation.

## **3. Budget Monitoring and Financial Oversight:**

- Collaborate with the finance department to track grant expenditures, verify the use of funds, and ensure all transactions comply with ProtectDefenders.eu's policies and donor requirements.
- Assist in the preparation of financial reports and ensure grant-related expenditures align with approved budgets.

## **4. Stakeholder Support:**

- Act as a delegated point of contact for grantees, responding to inquiries, providing updates on grant decisions, and troubleshooting any issues related to grant administration.
- Contribute to coordination with Consortium partners and EUTRP members to facilitate smooth communication and sharing of information regarding the grant process.
- Provide guidance to grantees regarding program requirements, budgeting, reporting, and documentation.

## **5. Collaboration and Coordination:**

- Work closely with the Temporary Relocation Programs Manager and other members of the team to ensure the smooth coordination of all temporary relocation and shelter programs.
- Support the preparation and organization of committee meetings related to the grant process, including compiling relevant documentation and preparing summaries of applications.
- Collaborate with other team members on cross-functional initiatives that involve temporary relocation and shelter initiatives.
- Identify opportunities to streamline and improve grant management processes, including simplifying application and reporting requirements.
- Contribute to the development and refinement of program tools, guidelines, and procedures to enhance the efficiency and impact of the grant-making process.



### **Qualifications:**

- Bachelor's degree in International Relations, Development Studies, Public Administration, or a related field. A Master's degree is an asset.
- At least 2 years of experience in grant management, financial administration, or a similar role within an NGO or international organization.
- Knowledge of grant administration, including budget management, reporting, and compliance with donor regulations.
- Fluent in English; knowledge of additional languages is an asset.
- Experience working with human rights defenders and temporary relocation programs is a plus.

### **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.
- 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 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 TRGO\_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.