



## The Secretariat of ProtectDefenders.eu is looking for a

### Junior Programme Assistant (entry-level)

Based at the Secretariat's office in Brussels, the Junior Programme Assistant will provide support to the [Turkey Programme](#), working closely with the Programme Officer and the Finance Officer, under the supervision of the Head of Secretariat.

The Junior Programme Assistant will carry out a variety of tasks related to the coordination of the organization's programme for at-risk human rights defenders.

This is an excellent opportunity for learning and achieving relevant work experience in the field of human rights at global and EU levels.

#### **Tasks & General Responsibilities:**

- Monitor the grant programmes inboxes and assist the programme officer in replying to requests, questions and issues;
- Assist the Programme Officer and the Finance Officer in their engagements with the applicants, human rights defenders, partners and other stake holders in relation to the grant programmes;
- Follow up on the grants awarded, monitoring the status of progress of grants and liaising with stakeholders, both internal and external, to receive intermediate and final narrative and financial reports;
- Maintain up to date information on the server and in the database, including preparing datasets for analysis as needed;
- Support the programme teams in the administration of the grant programmes; organising the grant payments and following up on payments, among other administrative tasks.
- Support the finance team in cross-checking of guidelines, review of simple reports and other ad hoc tasks in preparation of the audits;
- Support the preparation of meetings, including planning and drafting of meeting notes among other tasks ;
- Work collaboratively with the ProtectDefenders.eu team and undertake other relevant tasks specified by the Head of the Secretariat.



## **QUALIFICATIONS REQUIRED**

- Relevant studies in law, international relations, social sciences or related field.
- First professional experience in the human rights sector, and in the programme implementation is requested.
- First experience with project management, and/or project development.
- Experience, professional or volunteering, with human rights organisations and human rights defenders.
- Understanding of the needs of human rights defenders at risk.
- Knowledge of EU institutions, UN procedures and regional mechanisms for the protection of human rights would be an asset.
- Excellent drafting and editing skills.
- Database management skills.
- Fluency in Turkish is required and knowledge of French would be appreciated.
- Excellent written and oral skills in English are mandatory.

## **PERSONAL SKILLS**

- Committed to the defence of human rights and values of ProtectDefenders.eu. A strong desire to support human rights defenders at risk.
- Ability to work with people who are in stressful and difficult situations.
- Ability to handle confidential and sensitive information.
- Outstanding interpersonal and communication skills.
- Ability to adapt to multidisciplinary work in the environment of a multicultural team.
- Good organisational skills, detail - oriented. Ability to plan and prioritize work in an efficient manner.

## **STARTING DATE & CONDITIONS**

- Preferable starting date: As soon as possible
- Duration and conditions: the candidate will be offered a CIP contract for a period of 6 months which could be extended depending on funding.
- ProtectDefenders.eu also provides work insurance, meal vouchers and monthly local transportation.
- Due to the COVID 19 pandemic, please be aware that the ProtectDefenders.eu staff work from home until further notice.
- The candidate should be willing to be based in Belgium and have a valid work permit.



## **HOW TO APPLY?**

Please send your CV and cover letter (please include information about your availability) before 30 October 2021 by email at [recruit@protectdefenders.eu](mailto:recruit@protectdefenders.eu) with the subject: 'Junior Programme Assistant – Your surname'.

Please note that only short-listed candidates will be contacted.

Interviews will be held via Skype.

Early applications are encouraged, as the position might be filled before the deadline!

## **OTHER**

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.