



The Secretariat of ProtectDefenders.eu - The EU Human

Rights Defenders mechanism is looking for a

Grants Officer - Afghanistan Project

ProtectDefenders.eu is seeking to recruit a grants officer for the operation and implementation of a rapid and efficient protection fund for Afghan human rights defenders and civil society organisations. This is an exciting opportunity for someone with experience in Human Rights and Grants, with strong coordination and organisational skills, who will play a crucial role in the successful implementation of the project. It is a new program and role in the organisation and the role may develop and change as it is rolled out.

The grants officer will work under the supervision of the Programme Coordinator and in close cooperation with the relevant ProtectDefenders.eu partners.

Tasks & General Responsibilities of the Grants officer

1. Grants coordination

- Managing the single-entry points for the direct assistance and emergency support to Afghan HRDs at risk as well as for sub-granting and institutional support to Afghan human rights organisations, including screening grants applications received.
- Liaising with partner organisations for the coordination of and follow-up of the grants;
- Managing the recording and tracking of applications and submissions, including through internal database;
- Ensuring that the robust administrative procedures are adhered to.

2. Analysis & Decision-making

- Applying sound judgement and professional analysis to applications;
- Assessing and verifying incoming applications against the eligibility and admissibility criteria;
- Analysing trends in requests/referrals within socio-political contexts;



3. Collaboration

- Collaborating with partners throughout the process to ensure timely delivery of support;
- Working collaboratively and flexibly with all staff and external partners using strong problem-solving, and coordination skills.

4. Measuring Impact

- Supporting the provision of reports and analysis related to the programme;
- Supporting provision of information on trends, statistics and achieved results for internal and external reports;
- Following up on the grants awarded, monitoring the status of progress of grants and liaising with stakeholders to receive intermediate and final narrative and financial reports;
- Maintaining up-to-date information within related folders and databases.
- Reporting issues faced in the grant allocation system and pro-actively suggesting solutions;
- Being responsible for the reporting related to grant allocation within the project with the support of the programme coordinator.

EXPERIENCE REQUIRED

This is a junior position requiring at least 2 years of relevant work / internship experience in the area of human rights, social justice or civil society sector.

- Previous HRDs work is an asset, as is experience working with grant-making programmes.
- Strong knowledge and understanding of the needs of human rights defenders at risk.
- Strong knowledge and understanding of the political, social, and civil society context in Afghanistan.
- Relevant experience in the field is an asset.
- Experience of working in the environment of a multicultural team and to engage with partners in different countries and working in difficult security environments.

PERSONAL SKILLS

- Excellent organisational and project management skills;
- Excellent political analysis and good judgment;
- Excellent reasoning ability;
- Excellent coordination skills;
- Fluency (written & oral) in English.



- Working knowledge of Pashto / Dari is a strong asset.
- Excellent relationship-building skills.

STARTING DATE & CONDITIONS

- Preferable starting date: ASAP
- Duration and conditions: the candidate will be offered a 18-month contract.
- The Grants Officer will be based in the ProtectDefenders.eu secretariat in Brussels. To have a valid work permit is an asset.
- ProtectDefenders.eu offers a competitive salary package for Brussels based on experience with a starting range for this post at 2,100 euros/gross per month.
- 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.

HOW TO APPLY?

Please send your CV and cover letter (please include information about your availability) before 14 November 2021 by email at recruit@protectdefenders.eu with the subject: "' Grants Officer - 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



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.