**Maghreb Regional Coordinator – Tunis, Tunisia**

**The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a full-time position as Regional Coordinator, based in Tunis.**

**Background**

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is a Danish-based foundation established in 2004 aiming at supporting and reinforcing the capacities of human rights defenders and NGOs in the South-Mediterranean region through the provision of rapid and strategic financial assistance ([www.emhrf.org](http://www.emhrf.org)). In 2011, the EMHRF established a regional office in Tunisia, for which this position is launched.

**Job Description**

The Regional Coordinator will work under the supervision of the Regional Manager (in Tunis) and in connection with the Programme Director (in Paris).

As a Project staff of the Foundation, the essential job functions of the Regional Coordinator will entail the following tasks:

* Grant Applications
* Assessment of the urgent and standard applications received, including meetings with applicants;
* Responsible for drafting urgent consultations and standard executive summaries that are submitted to the Board;
* Supervision of the updating of the database of applications.
* Grantees' Relations
* In conjunction with the Head of Unit Administration and Finances (Copenhagen), management of contracts with grantees (drafting contracts, monitoring contractual deadlines and obligations);
* Follow-up, counseling and coaching of local actors with regard to the development and the sustainability of their actions: meeting with grantees, attending activities;
* Assessing grantees’ narrative and financial reports;
* Meetings with NGOs and funding partners to help grantees find sustainable sources of funding;
* Updating of the database of grantees and the *flash report* (internal monitoring document).
* Donor's relations - In conjunction with the Programme Director and the Head of Unit Administration and Finances,
* Contribution to funding applications to donors for funds allocated to the Maghreb region;
* Responsible for reporting to donors for funds allocated to the Maghreb region;
* Representation of the Foundation at meetings with donors (Tunis based or on mission) for funds allocated to the Maghreb region.
* Visits in Tunisia and in the Maghreb Region
* Organization and participation to field visits in Tunisia and in the Maghreb region;
* Drafting reports on meetings and field visits.
* Finances/Administration/Human resources
* Responsible for the office management, including expenses, bookkeeping, financial reporting;
* Responsible for local administrative and legal issues in collaboration with EMHRN Administrative and Human Resources officer.
* Partners' Relations
* Organization and participation to regular meetings and coordination with partners (Euro-Mediterranean Network for Human Rights - EMHRN, international NGOs based in Tunis, United Nations agencies);
* Organization and participation to regular meetings with like-minded donors for a better coordination and sustainability of grantees’ actions;
* Responsible for information sharing and reporting on meetings with partners.
* Core Meetings
* Contribution to the preparation of Board Meetings (twice a year): preparation of core documents, attendance, reports/minutes;
* Participation to the Council of Representatives (once every three years): attendance, reports/minutes;
* Contribution to EMHRF seminars or other events.
* Core Documentation
* Contribution to the Annual report and statistics;
* Various.
* Other tasks
* Ensure internal narrative and financial reporting to the Foundation’s headquarters;
* Ensure information sharing and coordination with the Foundation’s headquarters.

**Skills, education and experience**

* Education: Master level education in a relevant field such as social sciences, political sciences, international relations, law, human rights studies.
* Experience: at least 5 years of relevant experience in project management (planning, reporting, budget monitoring), preferably with civil society actors.
* Skills:
* Excellent writing and oral communication skills in French and English mandatory (Arabic an additional advantage);
* Regional experience or knowledge an asset;
* Ability to meet deadlines, set priorities, coordinate work and manage complex tasks;
* Excellent organizational skills;
* Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms;
* Interest for human rights issues and for civil society on the Maghreb.
* Availability for regular travels in Tunisia and within the Maghreb region (approximately 3 days per month).

**Job conditions**

* Working hours: The Regional Coordinator will be employed to work 40 hours per week according to Tunisian law.
* Wage: the salary will be based on the EMHRF salary grid.
* Location: 80 rue de Palestine - 1002 Tunis Lafayette – Tunisie.
* Start of assignment: As soon as possible.
* Position duration and contract: 1 year with possible extension, contract under Tunisian law.

**To apply**

* Deadline for the applications: **5 June 2015**.
* Interested applicants should submit their resume, cover letter and references in English to
* Mrs. Amélina Jaskowiak, Head of Unit Administration and Finances: aja@euromedrights.net
* with cc. to Mrs. Julia Garcìa Han, Administrative Officer : jga@euromedrights.net

Please indicate the full title of the position in the subject line of the email.