**Regional Support Assistant – Tunis, Tunisia**

**The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a full-time position as Regional Support Assistant, 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 presence in Tunisia, for which this position is launched.

**Job Description**

The Regional Support Assistant will assist the Regional Coordinator in his daily work in Tunisia and in the Maghreb region. The Regional Support Assistant will work under the direct supervision of and report to the Regional Coordinator and to the Regional Manager.

Essential Job Functions:

* Grant Applications
* Participate in the assessment of the urgent and standard applications: meetings with applicants and writing of consultations and executive summaries;
* Update the database of applications.
* Grantees' Relations
* Assist in the management of contracts with grantees;
* Facilitate the follow-up, counseling and coaching of local actors with regard to the development and the sustainability of their actions: meeting with grantees, attending activities, meetings with NGO/funding partners, etc.
* Assessing narrative and financial reports;
* Update the database of grantees.
* Visits in Tunisia and in the Region
* Organize practicalities: transportation, accommodation, per diems;
* Report on meetings and field visits in Tunisia and in the Maghreb region.
* Finances/Administration
* Office management: payments, cash reconciliation, accountability.
* Partners' Relations
* Assist in meetings with partners (Euro-Mediterranean Network for Human Rights - EMHRN, international NGOs based in Tunis, United Nations agencies);
* Information sharing and reporting on meetings with partners.
* Other tasks
* Facilitate and ensure internal narrative and financial reporting to the Foundation’s headquarters;
* Maintain a database of contacts for the regional mission;
* Assist with short translations and researches;
* Facilitate information sharing and coordination with the Foundation’s headquarters.

**Skills, education and experience**

* Education: graduated, preferably in social sciences, political sciences or law
* Experience: at least 2 years of relevant experience in the area of project management, preferably with civil society. Experience of narrative and financial reporting’s procedures would be an additional advantage.
* Good knowledge of civil society actors in Tunisia and beyond.
* Skills:
* Excellent writing and oral communication skills in French and Arabic mandatory (English an additional advantage);
* Computer literacy (Microsoft Office);
* Ability to meet deadlines, set priorities, coordinate work and manage complex tasks;
* Excellent organizational skills.

**Job conditions**

* Working hours: The Regional Support Assistant will be employed to work 40 hours per week according to Tunisian law.
* Wage: the salary will be negotiated based on the candidate’s qualifications and experience.
* Location: 80 rue de Palestine - 1002 Tunis Lafayette – Tunisie.
* Start of assignment: As soon as possible.
* Position duration: 1 year with possible extension.

**To apply**

* Deadline for the applications: **27 May 2015**.
* Interested applicants should submit their resume and cover letter in French to
* Mrs. Amélina Jaskowiak, Head of Unit Administration and Finances: [aja@euromedrights.net](mailto:aja@euromedrights.net)
* with cc. to Mrs. Julia Garcìa Han, Administrative Officer : [jga@euromedrights.net](mailto:jga@euromedrights.net)

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