

**Programme Officer
Turkey project**

Brussels, Belgium

The Fondation Internationale pour les Défenseurs des Droits de L'Homme (FIDDH) - Secretariat of ProtectDefenders.eu is currently recruiting a Programme Officer. This is an exciting opportunity for someone with experience in Human Rights in the Turkey context and/or Grants, with strong communication and administrative skills, who will play a crucial role in the successful implementation of the project *Comprehensive support to Human Rights Defenders in Turkey*.

Background

In order to deliver an efficient and effective comprehensive support to Human Rights Defenders (HRDs) in Turkey, a Consortium of five leading international NGOs, with the support of ProtectDefenders.eu Secretariat based in Brussels, has been awarded a grant from the EU to implement a three-year programme. The members of the Turkey Consortium are: International Federation for Human Rights (FIDH) – as lead of the Project, Front Line Defenders, Reporters Without Borders (RSF), World Organisation Against Torture Europe (OMCT) and the European Region of the International Lesbian Gay Bisexual Trans and Intersex Association (ILGA-Europe).

The programme will support HRDs with a comprehensive approach to protect and promote human rights and fundamental freedoms in Turkey. Specifically, this will be achieved through three main specific components:

- Strengthening the protection of HRDs at risk through rapid response measures;
- Supporting human rights organisations to continue to carry out their work through the provision of institutional support grants and the strengthening of networks at the domestic and international level;
- Strengthening the capacity of Turkish HRDs to document human right abuses, access to justice and advocate for a more enabling environment for HRDs in Turkey.

Purpose of the position

Under the supervision of the Head of the Secretariat, the Programme Officer will be primarily responsible for managing and reporting on the grants made to provide support to local HRDs/human rights organisations. The Programme Officer, who will work in close cooperation with the Finance/Reporting Officer and the Head of the Secretariat will perform the following tasks:

- Manage the single-entry points for the capacity-building grants for HRDs, and the grant to support human rights organisations;
- Keep a general overview of grants allocated directly by partners as support to local HRDs organizations, ensures sharing of good practises and lessons learnt with the partners;

JOB DESCRIPTION

- Organise all the relevant documents and consultations for the selection process of the local human rights organisations for grants;
- Carry out the first assessment of grants applications received, according to the internal procedures;
- Follow 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;
- Maintain up-to-date information within related folders and database;
- Reports issues faced in the grant allocation system to the Head of Secretariat and suggests pro-actively solutions;
- Ensures that all grants available within the project are advertised and promoted by all partners and on the website;
- Contribute to the preparation of the narrative reports to the Donor;
- Collaborate with the Finance officer and the Turkey Consortium partners in the preparation of annual meeting for the beneficiaries and other advocacy events;
- Contribute to the preparation and implementation of the communication and advocacy strategy for the programme;
- Contribute to the preparation of communication and promotional materials.

Experience and qualifications

- Degree in Political Science, International Relations or studies in relevant topics, or three to five years equivalent professional experience;
- Have a good knowledge of the EU procedures;
- At least three years of working experience in relevant field (NGO sector, preferably with a focus on human rights);
- Experience in managing grant programs;
- Understanding of the Turkey context;
- Experience in preparation of narrative reports and communication materials;
- Experience in working with people from diverse backgrounds;
- Capacity to work under pressure and to be rigorous and organised.

Skills

- Excellent written and oral communication skills;
- Full command of English and Turkish (French is an asset);
- Skills in the use of software applications;
- Ability to work effectively in a small team and multi-tasking.

The Programme Officer will be based in ProtectDefenders.eu secretariat in Brussels and would have the necessary permit to work in the EU.

This is an exciting opportunity for someone with experience in Human Rights in the Turkey context and/or Grants, with strong communication and administrative skills, who will play a crucial role in the successful implementation of the project.

FIDDH values diversity and is an equal opportunity employer. Applications comprising a CV with at least two references and a cover letter (please mention your availability) should be sent by email to recruit@ProtectDefenders.eu before May 3 2019.