

Grant Officer
ProtectDefenders.eu
Brussels, Belgium

Grants Officer: EU Human Rights Defenders mechanism

ProtectDefenders.eu is the EU Human Rights Defenders mechanism, established to protect Human Rights Defenders (HRDs) at high risk and facing the most difficult situations worldwide. The mechanism is implemented by a Consortium of 12 international NGOs with the support of the European Commission. The EU HRD mechanism began its operations on 1st October 2015 for a duration of 36 months, this project is now extended with another year, with the possibility for a renewal of 3 years in 2019.

ProtectDefenders.eu is seeking to recruit a grants officer for the last year of the programme, to ensure coordination grants given out by Consortium partners and to support the allocation of grants for temporary relocation for HRDs. This is an exciting opportunity for someone with some experience in Human Rights and or Grants, with strong communication skills who will play a crucial role in the successful implementation of the project.

The mission of ProtectDefenders.eu is to:

- operate a permanent and rapid response mechanism to provide emergency support and material assistance to human rights defenders in danger;
- manage 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;
- support and coordinate an exchange platform for organisations and stakeholders working on temporary relocation for human rights defenders including through the EU Temporary Relocation Platform;
- provide training, support and capacity-building to human rights defenders and local organizations;
- monitor the situation of human rights defenders and advocate for a protection agenda for Human Rights Defenders at local, regional and international level;
- promote coordination between organizations dedicated to support for human rights defenders, EU institutions and other relevant actors.

The members of the Consortium are: 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 Human Rights Defenders (UAF), Protection International, 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). Front Line Defenders, RSF, OMCT and FIDH form the Board of the Consortium. In order to implement the EU HRD mechanism, the Board has formed an independent Secretariat for the project which is managed by the Head of Secretariat and counts with four other staff members.

ProtectDefenders.eu operates 3 grants for Human Rights Defenders and Human Rights Organisations; an emergency grant for human rights defenders, a grant to support human rights organisations and a grant for temporary relocation of human rights defenders. The temporary relocation grant is fully run by the Brussels secretariat. The two other grants are coordinated by the Brussels secretariat, but administrated and run by the consortium members of ProtectDefenders.eu.

The grants officer will work in close cooperation with the Grants Coordinator and the Head of Secretariat.

Tasks & General Responsibilities of the Grant officer

- Manages the single-entry points for the emergency grant for human rights defenders, and the grant to support human rights organisations.
- Keeps a general overview of grants allocated directly by partners as emergency support to HRDs or as support to local HRDs organizations, ensures sharing of good practises and lessons learnt with the partners;
- Carry out the first assessment of grants applications received, before submitting Consortium partners of ProtectDefenders.eu
- 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.
- Support the Grants Coordinator in the administration of the Temporary relocation grants; and prepares them for decision making of the HRD mechanism board, manages the documentation and reporting on the beneficiaries of temporary relocation grants as well as related follow-up at the end of their temporary relocation;
- Reports issues faced in the grant allocation system to the Grants Coordinator and the Head of Secretariat and suggests pro-actively solutions;
- Ensures that all grant information is reflected adequately in the database;
- Ensures that all grants available within the project are advertised and promoted by all partners and on the mechanism website;
- Is responsible for the reporting related to grant allocation within the project.

Experience:

- Experience in managing grant programs
- Deep understanding of the needs of human rights defenders at risk
- Experience in working with people from diverse backgrounds

Skills:

- Excellent written and oral communication skills
- Skills in the use of software applications.
- Database management skills.

The HRD Grants Officer will be based in the HRD Mechanism's secretariat in Brussels. The post-holder will receive a gross annual salary of €38 380.

Applications comprising a CV with at least two references and a cover letter should be sent by email to recruit@ProtectDefenders.eu before **October 5th**. The successful candidate will be expected to start work in November if possible. Given the project period of the Programme, the initial contract will be one year.