

# Thematic Support Officer – EuroMed Rights, based in Morocco

Deadline: **18<sup>th</sup> February 2024**

Job title:	Thematic Support Officer
Program:	Women’s Rights and Gender Justice and Gender Mainstreaming
Duty Station:	Rabat, Morocco
Type of Contract:	1 year fixed term contract with possibility of extension
Expected starting date:	14 <sup>th</sup> February 2023
Work permit:	Position open to applicants with a valid work permit in Morocco.

## Intro:

Are you passionate about issues pertaining to women’s rights, gender equality and justice as fundamental human rights? Are you interested in the Euro-Mediterranean region? Would you like to contribute to mainstream gender in a network of more than 68 organizations?

EuroMed Rights is currently looking for a Thematic Support Officer to support the Women’s Rights and Gender Justice (WRGJ) Program and the Gender Mainstreaming efforts. This person will report to the Head of Thematic Programmes, working in close collaboration with the Women’s Rights and Gender Justice (WRGJ) Coordinator and relevant departments.

## Tasks Description:

This position will support two main programmes within the Thematic Program Unit:

### Support to the Women’s Rights and Gender Justice Programme

#### **Monitoring and information-sharing:**

- Monitors human rights developments in the EuroMed Region on women’s rights and gender justice and maintain and updates the contact database.
- Assists in the drafting of briefings, press releases, statements and other documents published by EuroMed Rights, regularly updating EuroMed Rights’ websites.

#### **Networking and support**

- Maintains contact with Women’s Rights and Gender Justice Working Group members in the region and other non-governmental organisations working on human rights issues.

#### **Organisation of activities:**

- Supports the organisation of the activities of the thematic programme, including working group meetings, regional seminars, and trainings.
- In charge of sending invitations and visa letters, setting up meetings, note-taking and reporting tasks and preparing budgets, accounting, logistics, booking hotels, flights.
- Participates in various meetings, takes notes and prepares reports or minutes of the meetings.

#### **Grants and finance:**

- Assists in the drafting of proposals and narrative reports for donors.

- Prepares payment requests and other relevant documents for the Finance department.

#### Support to the Gender Mainstreaming Efforts

- Contributes to the development of the EuroMed Rights Gender Mainstreaming roadmap and ensures the proper implementation of the Gender Mainstreaming Action Plan.
- Is the gender mainstreaming focal point and coordinates internally with the relevant departments in the implementation of the respective gender mainstreaming activities.
- Promotes the consolidation of the Gender Focal Points System in the network.
- Coordinates the execution of the gender mainstreaming audit.

In addition, this position may be requested to support other thematic programmes, depending on the needs of the Thematic Programmes Unit.

#### About You:

- You have a university degree in gender studies, political/social science, law, or a related field. Other similar qualifications may also be considered;
- You are passionate about women's and LGBTIQ+ rights and have background knowledge on the Euro-Mediterranean region;
- You have a sound knowledge of the NGO sector, preferably at international level, and understanding of political and human rights issues in the Mediterranean region;
- You have the ability to prioritise and work independently and efficiently under pressure;
- You are fluent in English and French. Knowledge of Arabic will be considered an asset;

#### Application:

Interested? Send your resume and a document (max. 1 page, in English) in which you respond to the following:

1. What do you think you can bring to EuroMed Rights?
2. Describe a recent experience in which you have played a key role, indicating the relevance for this position.
3. What practical steps would you follow if you had to organise a three-day meeting with 30 organisations, including an external event on backlashes to gender equality in Morocco?

To [job.brussels@euomedrights.net](mailto:job.brussels@euomedrights.net), not later than 18<sup>th</sup> February 2024.

#### About EuroMed Rights:

EuroMed Rights is a non-governmental organization rooted in civil society, aiming to develop cooperation and dialogue in and between countries on both sides of the Mediterranean Sea. Our mission is to promote and strengthen human rights and democratic reforms at regional and national levels.

EuroMed Rights' head office is situated in Copenhagen, with offices in Brussels and Tunis. For further information, kindly visit our website at [www.euomedrights.org](http://www.euomedrights.org).

*EuroMed Rights aims to ensure that no job applicant or employee receives less favourable treatment on the ground of race, color, nationality, religion, ethnic or national origins, gender, marital status, caring responsibilities, sexual orientation, disability, or chronic illness.*