**Two positions in grant management, fundraising and PMEL at EuroMed Rights**

**Positions**: Two coordinator positions for grant management, fundraising and PMEL

**Duration**:   1-year fixed-term contract (with possible extension)

**Starting**:    August/September 2024

**Location**:   in EuroMed Rights offices in the MENA

**Remuneration** EuroMed Rights have remuneration packages that allow us to be competitive in the local professional market without leading on salary

**Application deadline:** 26 June 2024

EuroMed Rights is recruiting two coordinators for its Grants and PMEL unit (responsible for Grant Management, Fundraising and PMEL (Planning, Monitoring, Evaluation, and Learning) Unit. The positions will be with one-year contracts starting in mid-August/September 2024. They will be located in Beirut, Rabat or Tunis. The coordinators will work as a team and report to the Director of the unit.

**Description of Tasks**

The two coordinators and the Unit Director will constitute the Grants and PMEL Unit. The unit works to ensure and manage the financial resources to implement EuroMed Rights strategy and its organisational sustainability and development. The unit ensures efficient and effective use of the grants received, ensures compliance with donor regulations, plans, documents and evaluates results, and reports these to management, donors and other stakeholders.

Given the broad scope of tasks of the unit it is understood that each member of the team will have a special set of skills and competences that covers only parts of the tasks, and that only the full team will be able to lift the full work span of the unit.

Main Tasks

**Strategic input:**

* **Effective Coordination:** with the Programme Director to ensure that grant management, PMEL, and fundraising processes are effective, efficient, and aligned with EuroMed Rights' strategic goals.
* **Strategic Planning:** with the Programme Director to ensure timely and efficient management of existing grants and to implement fundraising initiatives to secure further sustainable funding.

**Donor relations**

* Identify donor priorities, including donor mapping based on EuroMed Rights strategy
* Ensure and coordinate effective donor relations internally within EuroMed Rights
* Ensure compliance with donor requirements to meet donor regulation financially and in relation to programme outcomes

**Proposals Writing and Grant Management**

* Identify relevant calls for proposals and fundraising opportunities in line with with EuroMed Rights' mission and strategic priorities.
* Lead fundraising processes, coordinate proposal writing and ensure timely submissions.
* Partnership management, including developing guidelines for partner selection and ensuring compliance with deliverable standards.
* Grant Management, maintaining a comprehensive overview of contracts, and ensuring the timely and high-quality submission of reports to donors. Foster a culture of accountability and continuous improvement within the team.

**Planning, Monitoring, Evaluation, and Learning**

* Along with the Programme Director, lead the annual planning processes, ensuring the development and progressive update of the annual roadmap with clear benchmarks and timelines. In addition to facilitating evaluation of the roadmap with the relevant teams and regular reporting to the Executive Committee
* Ensure effective monitoring and reporting mechanisms, such as outcome harvesting, staff training, and reporting on results frameworks.
* Provide data to and/or co-draft parts of annual reporting, newsletter reporting and more, and ensure updating of risk matrix and Theory of Change. Ensure timely and efficient evaluation and learning including internal and external evaluations, sensemaking sessions following outcome harvesting, and updating and maintaining EuroMed Rights database (in Podio).

**Essential Qualifications:**

* **Educational Background**: While a formal degree is not required, demonstrated experience in performing the aforementioned tasks is essential.
* **Work Experience**: Minimum 3-years of experience with fundraising, grant management and/or Monitoring and Evaluation, including, preferably work with NGOs, including:
* Experience with EU funding mechanisms, and other complex grant management set ups including knowledge and experience with donor compliance.
* Experience with PMEL processes, including, ideally familiarity with the outcome harvesting approach to monitoring and evaluation, and using databases, such as Podio.
* Experience with fundraising, preferably both EU, governmental and private.
* Knowledge of human rights and/or the Middle East and North Africa is an advantage.
* **Language Proficiency**: Excellent command of written and spoken English and French; additional knowledge of Arabic is an asset but not a prerequisite.
* **Personal Qualities**: Self-motivated and well-organized, with a keen attention to detail and the ability to work independently and under pressure.
* **Communication Skills**: Strong written communication and interpersonal skills, including being a good team player.
* **Computer Literacy**: Proficiency in the Microsoft Office suite, with an interest in digital security and IT/Communication tools.

**How to Apply**

If you believe you qualify for one of these positions, please send your CV and motivation letter (in English) by 26 June 2024 at midnight CET with the subject “Coordinator for grants and PMEL” to Marie Picalausa, Senior HR Coordinator, at: [job@euromedrights.net](mailto:job@euromedrights.net)

Please note that only shortlisted candidates will be contacted.

About EuroMed Rights

EuroMed Rights is one of the largest and most active networks of human rights organizations in the Euro-Mediterranean region. Founded in 1997, EuroMed Rights encompasses 68 organizations from 30 countries. Its work is aimed at promoting and protecting human rights and democracy in the Southern and Eastern Mediterranean regions and at influencing the policies of major European actors towards these areas. Its mission is to strengthen collaboration between civil society organizations from the South, East, and North of the Mediterranean, and to increase their influence at home and abroad. This is achieved by facilitating the creation of joint strategies and action plans between members, and by conveying their shared analysis and views to decision makers and to the public.

EuroMed Rights’ head office is in Copenhagen. The organization also has offices in Brussels and Tunis, as well as presence in Lebanon and Morocco. For further information, visit our website at [www.euromedrights.org](http://www.euromedrights.org/).

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