

Thematic Support Officer – EuroMed Rights, based in Morocco

Deadline:	16 th June 2024
Position:	Thematic Support Officer
Program areas:	Women's Rights and Gender Justice, Migration and Asylum, Economic Social and Cultural Rights
Location:	Rabat, Morocco
Contract type:	1-year fixed term contract with the possibility of extension
Expected start date:	As soon as possible
Eligibility:	Open to applicants with a valid Moroccan work permit.

Are you driven by a commitment to human rights and justice, particularly gender justice, migrant rights, and economic equity? Interested in the challenges and opportunities within the Euro-Mediterranean region? Possess superior organizational and planning skills? EuroMed Rights seeks a proactive Thematic Support Officer to join our dynamic Thematic Programmes Unit. This role offers a chance to contribute significantly to the strategic goals of the organization, working closely with Program Coordinators and various departments.

Role Overview

Organisation of activities:

- Support the organisation of the activities of the thematic programmes, including working group meetings, regional seminars, and trainings.
- Manage logistics such as invitations, visa arrangements, venue bookings, transport, and accommodation.
- Undertake administrative tasks including meeting setup, note-taking, and report preparation.
- Prepare budgets for activities.
- Participate in various meetings, takes notes and prepares reports or minutes of the meetings.

Grants and finance:

- Prepare payment request and other relevant financial documents.
- Assist the drafting of narrative reports for donors.
- Contribute to EuroMed Rights' learning and evaluation system.

Monitoring and information-sharing:

- Assist in monitoring human rights developments in the EuroMed Region on the topics of interest of thematic programs.

- Assist in the drafting of briefings, press releases, statements and other documents published by EuroMed Rights.
- Support the production and dissemination of program materials and updates on the EuroMed Rights' websites.

Networking and support

- Maintain contact with Working Groups' members and other NGOs focused on human rights.
- Maintain and update contact database.

Others

- Support the Gender Mainstreaming efforts of the organisation (implementation of the GM action plan, assisting other programmes, etc).

About You:

- You hold a university degree in International Relations, Human Rights, law, political/social science, or a related field. Other similar qualifications may also be considered.
- You have demonstrated work experience, including events management and administrative tasks for multi-faceted projects.
- You are passionate about human rights with background knowledge on the Euro-Mediterranean region.
- You understand the dynamics of the NGO sector internationally, especially regarding political and human rights issues in the Mediterranean.
- You can prioritize tasks and work independently, efficiently, and 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@euromedrights.net, not later than 16th June 2024.

About EuroMed Rights

EuroMed Rights was founded in January 1997 in response to the Barcelona Declaration of November 1995 and the establishment of the Euro-Mediterranean Partnership (EMP). It is the coordinating body of about 68 human rights organisations and institutions as well as individuals from over 30 countries. EuroMed Rights' organisational structure is built on a general assembly, an executive committee, working groups and a secretariat.

Rooted in civil society the Network seeks to develop and strengthen partnerships between NGOs in the EuroMed region, i.e. networking aimed at strengthening the capacity of members to act and interact within the context of the region and the Barcelona process and other EU-Arab cooperation frameworks.

EuroMed Rights' head office is situated in Copenhagen. The organisation also has offices in Brussels and Tunis, as well as presence in Morocco, Lebanon and Turkey. For further information, visit our website at www.euromedrights.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.