

Vacancy

Job Title: Africa Programme Coordinator Assistant
Location: Brussels
Duration: 6 months internship
Starting date: ASAP
Direct line manager: Africa Programme Coordinator

About Protection International (PI)

Protection International (PI) is an international not-for-profit organisation registered in Belgium with regional offices in Africa and Mesoamerica, and presences in Thailand, Indonesia, Kenya, DR Congo, Colombia, Guatemala, Honduras and Belgium.

PI stands for the right to defend rights and for freedom from attacks to those who defend them. In many parts of the world, the defence of human rights evokes pressure, threats and attacks from state and non-state actors. PI works with local human rights movements to develop strategies and programmes that prevent and counter such pressure. It researches protection strategies and security management tools that protect human rights defenders, and shares its expertise in this area with people at risk due to their human rights work. PI tailors its approach to each context and profile of defenders we support.

Main Job Objective

Under the direct supervision of the Africa Programme Coordinator, the Programme Coordinator Assistant support planning, reporting, monitoring and evaluation aspects of projects in the **Central Africa, Eastern Africa and West Africa**. He/she will be involved in aspects related to projects development and writing, programme quality and accountability to donors, but also to the partners of the action. He/she will support aspects related to knowledge management and good practices and lessons learned throughout the Africa programme. He/she will facilitate communication and exchanges with the PI Africa regional office (based in Nairobi).

Main Duties and Responsibilities

Programming

- Participates in the annual planning of the programme and its quarterly review, ensuring that the plan reflects the global and regional strategy,
- Support project teams in developing action plans for each project in line with each donor's contractual obligations,
- Participates in the development of concept notes and project documents, terms of references for key project activities and activity reports,
- Support the administrative aspects of the re-granting processes to local partners,
- Provide general support on operations, if necessary by addressing main legal, administrative, and major logistical requests.

Monitoring / Evaluation

- Support for the implementation and maintenance of a functional monitoring, evaluation and reporting

- system for the Africa programme,
- Liaise regularly PI Africa to keep abreast of project needs, activities, provide advice on compliance with donor requirements,
 - Support the preparation of periodic reports to donors to ensure clarity, readability, coherence and logical sequence,
 - Ensure the collection of accurate and continuous data in relation to contractual obligations and the storage of monitoring and evaluation data collected during the project, in coordination with the project teams,
 - Support the project teams in monitoring indicators through the establishment of baselines, pre/post tests, feedback forms, interviews,
 - Support the Africa Programme Coordinator in the organisation of proposal design workshops, project launch workshops, mid-term reviews, lessons learned.

Knowledge management

- Keep abreast of the political and human rights situation in the region and contribute to the development of briefing papers on the situation of HRDS in the region,
- Support Africa project teams in the collection, analysis of good practices and lessons learned and their dissemination at the global level.
- Support the development of communication materials showing the added value of PI in Africa, including country and thematic fact sheets,
- Support other Programme Coordinator for some specific tasks (eg: punctual support the Latin-America Programme)
- Undertake other duties as required.

Job Requirements

Education:

- University degree in social sciences, international development, or other relevant fields,

Experience:

- Experience in assisting programme implementation, project development, monitoring & evaluation, and knowledge management is an advantage

Knowledge and Skills:

- Strong interest in the human rights and/or international development sector
- Excellent analytical and writing skills
- Good communication skills and the ability to work in a very culturally diverse team
- Knowledge of the contexts of DRC / Kenya /Tanzania/ Togo/ Côte d'Ivoire/ Nigeria would be an asset
- Ability to work autonomously after initial training and guidance
- Sense of priorities and responsibilities

Languages:

- Fluency in French and English (written and spoken) is required, Spanish is a plus.

Other requirements

- Stay permit in Belgium is required,
- Available to take its function as soon as possible.

We offer

- A unique opportunity to learn about Programme Coordination, Monitoring & Evaluation and Knowledge Management in a very stimulating working environment,
- 6 months paid internship (Convention Immersion Professionnelle)
- Meal Vouchers
- STIB card (transport in Brussels)
- Depending on Covid-restrictions the internship may have to take place (partly) from home and online

Application process

If you meet the above skills requirements and are interested in applying for this position, please:

- Send your CV and cover letter, in English, **by 1st July, 2021** to recruitment@protectioninternational.org , mentioning Africa Programme Coordinator in the subject line.
- Include your name in the file name of your application documents, e.g. Maria_Smith_CV.doc.
- Submit names and contact details of three references together with your application. Do not attach any certificates or references at this stage of the recruitment process.

Applications will be reviewed on a rolling basis and the position will remain posted until a qualified candidate is selected. . **Only short-listed candidates will be contacted.**

Further information about Protection International is available on www.protectioninternational.org.

Protection International is an equal opportunity employer. The organization shall not discriminate and will take affirmative action measures to ensure against discrimination in advertisements for employment, recruitment and other conditions of employment, preventing discrimination against any job applicant or employee on the bases of race, colour, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.

Adhering to Protection International means to comply with our Code of Conduct & Ethics, Anti-Corruption Policy, & Policy on Protection from Harassment, Exploitation, Abuse & Discrimination.

Within Protection International female applications are very encouraged

Candidates' applications whose profile do not match this vacancy's criteria but matching criteria for other current or future vacancies will be kept in PI CV database and redirect accordingly.



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