



## Job announcement

### Programme Officer (40% Geneva-based)

Since 1992, the Martin Ennals Award for Human Rights Defenders honours individuals and organizations who have shown exceptional commitment to defending human rights, despite the risks. The Award is bestowed annually during a ceremony co-hosted with the City of Geneva and includes both a financial stipend, protective publicity and advocacy opportunities for three human rights defenders. The Award-winners are selected by a Jury of [10 global human rights organizations](#).

The Martin Ennals Foundation, based in Geneva, is looking for a dynamic Program Officer to support our new projects and partnerships starting in mid-August 2020. Please see the job description below. You can submit your application (including a CV, motivation letter, 2 examples of your writing or project work, and 2 references) by July 18<sup>th</sup> to [info@martinennalsaward.org](mailto:info@martinennalsaward.org).

#### Key responsibilities:

1. Martin Ennals Defenders Network: The Foundation is currently establishing the bases of the new Martin Ennals Defenders Network, dedicated to supporting the work of defenders and fostering collaboration between the 50+ winners of the Award around the world. The Programme Officer will assist the Director to launch this global network by:
  - Developing the basic offering of the network: a peer-coaching programme and thematic working groups on 2-3 topics.
  - Design the MEA coaching programme together with the coaches, including the strategy, methodology and milestones for personal development of the participating defenders. Establish a project implementation timeline and plan for resources.
  - Design the MEA thematic working groups, based on defenders' feedback; and establish the strategy for how the working groups will influence international policy and engage with other influential networks.
  - Set-up and manage communications tools for the defenders network, allowing for a plurality of languages and cultures to communicate effectively.
  - Assist in the establishment of monitoring and evaluation systems for the network's 2021 milestones.
2. Geneva Residency 2021: Martin Ennals Finalists are invited to spend 1-2 weeks in Geneva during their candidacy to the Award, which is a critical time for them to take advantage of the multitude of resources for human rights available in our host city. The Programme Officer will assist the Director to establish a training and advocacy offering for the 2021 Finalists which runs before, during and after their stay in Switzerland.



- Set-up training experiences in 3 topics for the Finalists: communications, fund-raising and digitalization.
- Develop personal care programmes for the 3 Finalists.
- Conduct research to identify relevant organizations and interlocutors in Geneva for the 2021 Finalists. Create at least 2 advocacy opportunities for each Finalist with relevant organizations in Geneva and Bern.
- Act as a guide to 1 of the Finalists during their stay in Geneva (winter 2021), accompanying them to meetings and engagements.

### 3. Martin Ennals Award Ceremony 2021

- Support the team during the busy ceremony period, as needed.

## **Learning Opportunities:**

Martin Ennals Foundation is a small organization run by a highly motivated staff, Board and Jury. We are on a mission to serve and protect human rights defenders. At different points in the year, our work will be fast-paced, intense and challenging. While we cannot guarantee our team a life of luxury, we do offer opportunities to sharpen your skills while advancing a rewarding cause:

1. Gain hands-on experience building a global network for defence of human rights;
2. Practice building partnerships and collaboration across sectors – civil society, governments, private institutions;
3. Develop your own network with leading human rights organizations, universities, UN-institutions and the authorities of the City of Geneva;
4. Accompany heroes (our exceptional human rights defenders!) as they grow and become more sustainable in their own missions.

## **Eligibility criteria:**

We're looking to hire someone with:

- Demonstrated interest in partnerships, philanthropy, development and/or human rights;
- A master's degree in international affairs/human rights/ development/management, or related fields;
- 2-4 years' work experience
- Full fluency in English and French is required; additional languages are a plus.
- Excellent writing, analysis, and communication skills.
- Ability to problem solve, take initiative, and organize priorities independently;
- Proficiency with MS Office and other software required;



- Resilience: ability to deliver under pressure, to meet deadlines, and to adapt to multidisciplinary work.

### **Conditions of the job:**

- **Duration:** 1-year contract to start, with possibility to transform to CDD at conclusion of year
- **Working percentage:** 40%
- **Remuneration:** starting at 3000 CHF per month
- **Start date:** 15 August 2020
- **Vacation:** 20 days per 12 months / pro rata 40% = 8 days annually
- **Expenses:** transportation and meals incurred because of work responsibilities can be defrayed by the Foundation.