



The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) invites candidates to apply for a position as Administrative Secretary (Maternity replacement).

Background:

The Euro-Mediterranean Foundation for Support to Human Rights Defenders (EMHRF) is a Danish-based foundation established in the end of 2004. The Foundation aims at supporting human rights defenders by means of small scale, flexible funds and is envisaged as a specific initiative for the South and East Mediterranean region. The Foundation's trade mark is to support human rights defenders in difficulty or at risk as well as capacity building of innovative and sensible projects carried out by small human rights organisations and groups (www.emhrf.org). The Secretariat is located in the city center of Copenhagen and consists of a Program Manager, an Administrative Secretary, a Project Assistant and interns working in close contact with the Board of the EMHRF, consisting of nine members.

Duties:

The job is administrative and financial. The main duties of the administrative secretary will be:

- Prepare the practicalities of meetings (calendar, flights, hotel, per diem, etc.)
- Make reimbursements and transfers related to the EMHRF activities
- Facilitate the management of donors contracts (monitoring deadlines, obligations, reporting)
- Facilitate and strengthen contact with local, regional and international partners
- Update data sheets on the EMHRF activities and present data for annual report and donor reports
- Office management and logistics (filing, equipment, supplies, letters)
- Handle insurance, time registration and holidays issues
- Prepare documentation for book keeping
- Assist with small translations, manage relations to translators and interpreters
- Recruitment of interns and student assistants if needed

Qualifications:

- Excellent working knowledge of English and French mandatory (Danish an additional advantage)
- Relevant experience in dealing with the organization of meetings, etc.
- Relevant experience in dealing with financing
- Computer literacy
- Developed communication skills
- Ability to keep strict deadlines and deal with several projects simultaneously.

Working hours and wage: The administrative secretary will be employed to work 37 hours per week according to the Danish scale of wages based on qualifications and experiences.

Start of assignment: May 16th 2011

Duration: 12 months

To apply: Interested applicants should submit a resume/CV and letter of motivation in **English** as soon as possible and no later than **April 4th, 2011** to Ms. Anne-Sophie Schaeffer: asc@euromedrights.net with cc to Mrs. Katrine Høybye Frederiksen: kfr@euromedrights.net.