

Job Title	MENA Regional Coordinator
Reports To	Executive Director
Status	Full-Time
Direct Reports	Regional programme staff or consultants when relevant (at present this role does not have direct reports)
Compensation	EUR 34,000 to 39,000 per year according to skills and experience

Role Purpose

To develop and deliver regional advocacy strategies to achieve the mission of [International Detention Coalition \(IDC\)](#) in the Middle East and North Africa (MENA).

Role Summary

IDC's MENA Regional Coordinator will work collaboratively with key staff and stakeholders to develop and implement regional strategies to achieve IDC's mission of advocating to secure the human rights of people impacted by and at-risk of immigration detention. These regional strategies will focus on influencing law, policy and practice to reduce immigration detention and implementing rights-based alternatives to detention, aiming to ultimately end immigration detention.

This will involve working with IDC members and key partners to develop strong advocacy strategies, as well as engaging with governments, local authorities, civil society, UN institutions and other key stakeholders in the region. The MENA Regional Coordinator will work closely with IDC's Director and other key staff to link national, regional and global work, and to ensure effective and strategic teamwork within IDC.

Role Responsibilities

Strategy, Advocacy & Leadership

- Develop regional and national advocacy strategies, in partnership with regionally-based IDC members and other stakeholders in MENA specifically targeting Tunisia, Egypt and Libya and other key countries.

- Contribute to the development and implementation of the overall organisational strategy
- Provide guidance to members and other national stakeholders on the development and implementation of national-level advocacy strategies to reduce and end immigration detention, as well as implement rights-based alternatives to detention
- Engage in strategic advocacy at national, regional and, where appropriate, global levels and ensure that advocacy at these levels is coordinated
- In collaboration with communications staff, communicate globally and regionally the work and developments in the region, including through written outputs, and social and digital media strategies

Relationships, Representation & Networking

- Develop and strengthen national and regional networks of members, and relationships with representatives of governments, UN agencies, civil society and other key stakeholders, including through participation in existing coalitions and groups where appropriate
- Disseminate and share resources, information and learning with members, partners and stakeholders
- Represent IDC at relevant regional fora, events and exchanges
- Facilitate peer-learning and exchange activities, and build strategic collaborations with key members and other stakeholders, including grassroots and community-based groups
- Promote and support the development of a network of leaders of lived experience of immigration detention in the region

Expertise

- Maintain an up-to-date understanding of national, regional and global developments on detention and alternatives to detention
- Contribute to policy consultations, reviews and development of standards on immigration detention and alternatives to detention
- Contribute to the development of policy, training and communications materials to support advocacy, in collaboration with partners and colleagues

Project Development & Management

- Scope and develop proposals for national and regional projects and events, and implement accordingly

- Actively seek funding opportunities for the region, identifying and building relationships with potential sources of funding and working with the Executive Director to draft applications
- With colleagues, develop and oversee project budgets

Personnel Management

- Coordinate the recruitment of regional staff, consultants and interns when needed, and provide line management when appropriate

Planning, Monitoring & Evaluation

- Develop and update work plans and record key activities, outcomes and learnings
- Ensure that national, regional and global work are coordinated and connected
- Lead the completion of funder monitoring reports for regional projects and contribute to core organisational monitoring, evaluation and learning
- Contribute to external evaluations as needed

Core Responsibilities

- Actively contribute to a culture of collaboration, teamwork and support within the IDC team
- Demonstrate a passion and alignment with the IDC's mission, vision and core values of innovation, collaboration, respect, representation and being solutions-focused
- Demonstrate an understanding of IDC policies to ensure a positive and safe working environment for all
- Actively engage with organisational systems, processes and infrastructure to ensure sustainability and appropriate safeguarding of institutional knowledge, assets and core activities over time

Key Selection Criteria

Essential Criteria

- Demonstrated ability to effectively advocate at all levels, including a track record of advocacy with senior policymakers in national and regional levels, preferably in the MENA region
- Proven ability to develop and implement change-making strategies in coordination with other stakeholders
- Relevant experience in monitoring and analysing policy-making processes in the MENA region

- Demonstrated experience in policy analysis, as well as experience communicating findings, in the context of social policy and human rights issues
- The ability to establish and maintain networks with key stakeholders and community groups
- Proven ability to think strategically to analyse complex information and offer creative, practical and effective solutions
- Demonstrated understanding of the issues faced by people and communities affected by or at risk of immigration detention
- Commitment to the leadership of migrants and refugees affected by immigration detention
- Excellent oral, written, and interpersonal communication skills, and fluency in written and spoken English
- The ability to work autonomously, to manage competing deadlines, prioritise workload appropriately and work in a flexible manner
- Ability to travel within the MENA region
- Demonstrable IT skills, including understanding of social and digital media
- Based in the MENA region
- Working knowledge of Arabic and/or French
- Experience of developing, leading and facilitating training for government and non-government stakeholders

Application Process

To apply, please send your resume and cover letter addressing the key selection criteria to: jobs@idcoalition.org by **14th September 2021**. Please include "MENA Regional Coordinator" in the subject of your email.

Interviews will be held virtually in the weeks beginning 20th or 27th September 2021

IDC values diversity, equality and inclusivity. Applications are welcome from all backgrounds. We especially encourage applications of those from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability and religion. In particular, we highly encourage leaders with lived experience of the impacts of detention to apply. If potential candidates require any adaptations to usual recruitment processes, please do not hesitate to note this in your application.