

MENA Programme Officer

Reports To	MENA Regional Coordinator
Status	Full-Time
Direct Reports	Interns/volunteers, where relevant. (At present, this role has no direct reports)
Contract Duration	One year with possibility of extension depending on funding
Compensation	EUR 22,000 to 25,000 per year
Location	Based in the MENA Region (location flexible with preference to Tunisia or Libya). Remote working.

Background

International Detention Coalition (IDC) is a unique global network of over 400 civil society organisations and individuals in more than 70 countries, that works with members and partners on advocacy, research, coalition and capacity building, to end immigration detention and advance rights-based alternatives to detention (ATD).

Role Purpose

To provide operational and administrative support to the IDC MENA office to deliver regional programmes, help implement the strategy in the region, develop the capacity of IDC members and support IDC's mission.

Role Summary

The MENA Programme Officer will work closely with, and under the supervision of, the MENA Regional Coordinator to fulfil IDC's mission in the region by providing operational and administrative support to contribute to the implementation of regional programs and events. The Programme Officer will also support the MENA Regional Coordinator by providing research and communications support, as well as by assisting to strengthen member and partner networks and other relevant stakeholders in the MENA region, working also with IDC staff in other regions, where relevant. The Programme Officer will **work remotely**, from home and should be able to travel in the region, when needed.

Role Responsibilities

Project implementation

- Contribute to the implementation of national and regional projects and events, including online and in-person training, workshops, and programme roll out, by providing technical, administrative, and logistical support to the MENA Regional Coordinator and in collaboration with relevant IDC staff and members.
- Assist with engaging, strengthening and supporting new members and partners in the region.
- Maintain regular communication with members and partners to assess potential opportunities and areas for support, as well as access to relevant resources.
- Support the development, coordination and strengthening of national and regional networks.

Research

- Contribute to mapping national and regional immigration detention issues in the MENA region.
- Contribute to drafting research reports and advocacy materials and briefs, including promising practice examples on ATD in different contexts, for internal use, external dissemination, and publication.

Communications

- Assist with developing print and digital communication materials, where required, and social media material for Facebook and Twitter, in English and Arabic or French.
- Disseminate and share resources among members through different platforms.
- Contribute to monitoring media platforms and keep track of reports and updates on ATD developments in the region.

Internal Systems, Reporting & Institutional Knowledge Support

- Maintain accurate membership information in the MENA region
- Contribute to core organisational monitoring and evaluation processes and to the development of relevant funder and other reports
- Oversee project budgets in collaboration with the MENA Regional Coordinator and IDC's Executive Director
- Support IDC's fundraising efforts in the region
- Support with logistical management of events and meetings in the region

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 including IDC Children and Vulnerable Adults Safeguarding policy 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

- Degree in social or political science, law, or related field
- Minimum two years' experience working in the non-profit sector or equivalent field on service provision, community development, research, or advocacy, with a preference for someone experienced working on migration or asylum issues
- Demonstrated understanding of the issues faced by refugees, asylum seekers and migrants in the MENA region, particularly those affected by immigration detention
- Ability to research, analyse data and draft high-quality written material
- Ability to build allies and relationships across a breadth of civil society organisations and other stakeholders, supporting coordination towards common goals
- Experience in organising and coordinating events and meetings
- Excellent oral and written communication skills in English and fluency in oral and written Arabic preferably with the ability to understand and make oneself understood in North African working environments
- Excellent organisational skills, ability to multitask effectively, and ability to work within time constraints
- The ability to take initiative and to work remotely and autonomously, to manage competing deadlines, prioritise workload appropriately and work in a flexible manner
- Demonstrable IT skills including social media and digital communications
- Ability to undertake travel in the region for the role

- Commitment to Safeguarding and Child Protection standards and to IDC's Children and Vulnerable Adults Safeguarding policy
- Fluency in French or additional North African or Middle Eastern languages is an advantage

Application Process

To apply, please send your CV and cover letter clearly addressing the key selection criteria to: jobs@idcoalition.org by **15th December 2021**. Please include the job title in the subject of your email (MENA Programme Officer)

Interviews will be held virtually in the week beginning 20th December 2021, and the selected candidate will be expected to start in January 2022

*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.*