

## **MENA Programme Officer**

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| <b>Reports To</b>        | MENA Regional Coordinator  |
| <b>Status</b>            | Full-time  |
| <b>Direct Reports</b>    | Interns/volunteers, where relevant. (At present, this role does not have direct reports)                             |
| <b>Contract Duration</b> | 9 months, with the possibility of extension, depending on funding  |
| <b>Compensation</b>      | EUR 1800 to 2000 per month, depending on experience  |
| <b>Location</b>          | Based in the MENA Region (location flexible within the region with preference for Tunisia or Libya). Remote working. |
| <b>Languages</b>         | Fluency in oral and written English and Arabic.  |

### **Background**

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International Detention Coalition (IDC) is a unique global network, of over 400 civil society organisations and individuals in more than 70 countries, that coordinates 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**

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To provide operational and administrative support to IDC's MENA Regional Programme to deliver regional programmes, help implement the strategy in the region, support capacity-building of IDC regional members and support IDC's mission to end immigration detention and promote ATD.

### **Role Summary**

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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 regional programmes, initiatives and events.

This role will build and strengthen relationships with IDC's members and partners in the region. Members include civil society organisations and individuals. Partners include civil society organizations, UN agencies, governments and other stakeholders. The Programme Officer will support in the provision of capacity building trainings and the

organisation of events (online and in-person), keeping record of member information and regular engagement with key stakeholders.

- The Programme Officer will also support the design and implementation of effective regional and national advocacy strategies to reduce and end immigration detention and promote ATD
- This role will help design training materials and communication materials on immigration detention and ATD and also arrange corresponding translation, to raise awareness on issues and support capacity building of IDC members and partners.

This role works with consultants and support staff for the MENA Regional Programme when needed (translators, interpreters, designers, researchers), as well as other IDC staff in other regions, where relevant. The Programme Officer will **work remotely** in the region from home, and should be able to travel regionally when needed.

## **Role Responsibilities**

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### **Planning & Facilitating Events, Advocacy Initiatives & Trainings**

- Contribute to the implementation of national and regional projects, initiatives and events, including online and in-person trainings and workshops, by providing, administrative and logistical support to the programme, including but not limited to: supporting the design and content of invitations, travel arrangements, booking of venues and catering services, coordinating with interpreters and translators.
- Support in designing training materials for civil society organisations as well as governments on topics related to immigration detention and ATD. This includes, but it is not limited to, drafting and reviewing content of presentations and materials in English and reviewing the Arabic translation.
- Support in designing and implementing relevant national and regional advocacy initiatives on ending detention and promoting ATD in the MENA region.
- Support in facilitating trainings, events, consultation sessions and high-level meetings with governments and key partners (online and in-person), by providing technical support to the programme. This includes, but it is not limited to: support in conducting presentations, support with translations, taking notes, designing and sharing of evaluation surveys and assisting participants when needed.

### **Network Building & Engagement**

- Assist with engaging, strengthening and supporting new members and partners in the region.

- Maintain regular communication with members and partners across different channels to assess potential opportunities and areas of support, as well as access to relevant resources and partnerships.
- Support the development, coordination and strengthening of national and regional networks by identifying new actors of interest to IDC in the region.

### **Research & Communications**

- Support in research on immigration detention and ATD, including promising practices in the region.
- Assist with developing print and digital communication materials, where required, and social media materials for Facebook, Twitter and other channels, 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 developments on ATD in the region.

### **Internal Systems, Reporting & Institutional Knowledge Management 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.
- Contribute to the monthly and quarterly reporting for the MENA programme.
- Actively support IDC's fundraising efforts in the region and identify potential resources and opportunities.
- Support with the logistical management of events and meetings in the region.

### **Core Responsibilities**

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- Actively contribute to a culture of collaboration, teamwork, and support within the IDC team.
- Demonstrate a passion and alignment with 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

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### Essential Criteria

- Degree in social or political science, law, international relations or a related field.
- A minimum of two years experience working in the non-profit sector or equivalent field on service provision, community development, capacity building, organising events and trainings, research, or advocacy, with a preference for someone experienced working on migration or asylum issues.
- Demonstrated understanding of the issues faced by refugees, people seeking asylum and migrants in the MENA region, particularly those affected by immigration detention.
- Ability to research, and draft written material for different platforms, targeting different audiences in English and Arabic.
- Ability to network effectively and to build allies and relationships across a breadth of civil society organisations and other stakeholders, supporting coordination towards common goals.
- Experience organising and coordinating online/in-person 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 work remotely and autonomously, to manage competing deadlines, prioritise workload appropriately with flexibility.
- Demonstrable IT skills, including social media and digital communications.
- Ability to undertake travel in the region.
- 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**

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To apply, please send your CV and cover letter clearly addressing the key selection criteria to: [jobs@idcoalition.org](mailto:jobs@idcoalition.org) by **7<sup>th</sup> August 2022**. Please include the job title in the subject of your email (MENA Programme Officer).

- Interviews will be held virtually in the weeks beginning 15<sup>th</sup> / 22<sup>nd</sup> August 2022
- The selected candidate will be expected to start in September 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.*