



## **World Organisation Against Torture (OMCT)**

### **VACANCY ANNOUNCEMENT**

#### **Grants and Reporting Officer / Brussels**

The World Organisation Against Torture (OMCT) is seeking to recruit a **GRANTS AND REPORTING OFFICER** for its Human Rights Defenders Programme based in its Brussels Office (OMCT Europe).

The position should be filled **as soon as possible**.

#### **ABOUT OMCT**

The OMCT works for, with and through an international coalition of over 200 non-governmental organisations - the SOS-Torture network - fighting against torture, summary executions, forced disappearance, arbitrary detentions and all other forms of cruel, inhuman and degrading treatment or punishment. The OMCT also provides a comprehensive and holistic system of support and protection for human rights defenders (HRDs) including in the framework of the Observatory for the Protection of Human Rights Defenders and of ProtectDefenders.EU.

#### **TASKS & GENERAL RESPONSIBILITIES**

The incumbent will work under the supervision of the Director of OMCT Human Rights Defenders Programme and the Head of OMCT Europe Office.

Responsibilities of the position include:

##### **Grants Management**

- To manage OMCT direct assistance and emergency support to HRDs at risk as well as sub-granting and institutional support to local HRDs organisations worldwide, including screening grants applications, assessing the eligibility and needs of applicants and coordinating the approval and delivery of grants under the guidance of the Director of OMCT HRDs Programme.
- To ensure the implementation of due diligence processes and that all appropriate financial and narrative reporting information related to grants allocated are adequately collected, including ensuring that grant-related expenditures are properly tracked, and that relevant receipts and documentation are maintained and recorded for all grants allocated.
- To ensure that all grant information is adequately reflected in the HRDs database.
- To take part in field missions to verify and follow up grants allocated.

##### **Monitoring and Reporting**

- To assist with the effective monitoring, evaluation and the sharing of lessons learnt from the activities of the HRD Programme.
- To provide support to the production of narrative reports for relevant stakeholders on the activities implemented, outcomes and impacts of the work of the HRDs Programme.

##### **Other responsibilities**

- To liaise with OMCT network organisations.
- To represent OMCT / the Observatory for the Protection of Human Rights Defenders by participating in relevant meetings, missions and conferences.

- To assist with other activities of OMCT Human Rights Defenders Programme / the Observatory for the Protection of Human Rights Defenders in support to OMCT Geneva and Brussels offices.

## **QUALIFICATIONS**

- University degree in international law, international relations, **or** in the field of business administration, finance management or related field.
- At least three years of experience in human rights, social justice or civil society sector, including through internships. Previous HRDs work is an asset, as is experience in managing grant and financial assistance programs, or in monitoring, evaluation and reporting.
- Demonstrated commitment to human rights, the rule of law and social justice causes.
- Excellent interpersonal and communication skills managing conflicting demands, meeting deadlines and adjusting priorities.
- Proven financial and organizational management.
- Ability to adapt to multidisciplinary work in the environment of a multicultural team and to engage with partners in different countries and working in difficult security environments.
- Ability to take initiatives and prioritise with minimum supervision.
- Excellent oral and written communication skills in two of the following languages (English, French or Spanish); knowledge in the remaining or other relevant languages (such as Arabic, Russian) would be an asset.
- Skills in the use of software applications, database management and secure communication an asset.

## **APPLICATIONS**

OMCT is an equal opportunities employer.

Applications comprising a cover letter and a CV with at least two references should be addressed to OMCT International Secretariat with the subject “**HRDs Grants and Reporting Officer**”, by email to [applications@omct.org](mailto:applications@omct.org). No phone calls please. Only shortlisted candidates will be notified.

Deadline for the applications: **April 24, 2019**.