

ROLE PROFILE

JOB TITLE:	MENA Officer	REPORTING TO:	Protection Manager
TEAM:	Protection	DATE:	May 2025
LOCATION:	Remote (in MENA region)	CONTRACT TYPE:	2 years Fixed-term Contract
WEEKLY HOURS:	Full time, 35 Hours	SALARY:	Grade 6 (Point 1 - €37,430)

Principal Objective of the Team and Role:

Team Purpose: The Protection Team, through Protection Coordinators, Officers and Managers, drive the organisation strategic priorities on behalf of HRDs in each of the countries/regions. The Protection Team is primarily responsible for Front Line Defenders' outreach to human rights defenders (HRDs) at risk, managing and nurturing these crucial relationships through their presence in all the world regions. The team coordinates and directs the protection work in the countries/regions, and hold the strategic overview of the various context and trends. The team is responsible for undertaking rapid advocacy actions (urgent appeals, statements and other advocacy submissions and initiatives) and directing, coordinating and supporting the various holistic protection responses (advocacy, digital, security, visibility, well-being, rest and respite, relocation and grant-making) via close collaboration with the various teams. The Protection Team is also responsible for conducting research on HRD protection trends (annual Global Analysis) and for the secure and accurate recording and storing of HRD related data.

Role Purpose: The MENA Officer will support the Protection Team's response to human rights defenders at risk in the Middle East and North Africa (MENA). This position will involve close collaboration with MENA Protection Coordinators, Protection Officer, Protection Manager and Head of Protection offering assistance with protection work, research, and administrative duties. Responsibilities include, but are not limited to, conducting research on cases and the risks faced by defenders, drafting various reports and appeals, updating the Front Line Defenders' database, communicating with defenders, as well as providing Arabic-language support through translation and interpretation.

Responsibilities:

Protection (35%)

- Provide support to the Protection Coordinators, Protection Officer in outreach and correspondence with defenders, incl. responding to defenders' queries and following-up on their requests with different FLD teams
- Input HRD-related and case information (case updates, outcomes) to the Front Line Defenders' database and ensure that it is kept up to date
- Provide coverage for Protection Coordinators, Protection Officer when they are on mission, or not available for other reasons, including attending meetings with various stakeholders and allies
- Provide input and support for annual planning of the work in the region.

Research and Analysis (30%)

- Undertake desk research on cases of defenders, situation of HRDs at risk; assist with gathering and verification of information
- Compile and draft as requested briefings, reports, urgent appeals/updates, statements, or other materials
- Gather relevant information on trends related to security of HRDs in the region and their holistic support needs
- Support Protection Coordinators in identifying areas for proactive outreach, crafting strategic response to different groups of defenders and specific cases.

Administrative (35%)

- Notes taking at meetings with defenders, other organisations representatives and at internal FLD meetings
- Input HRD related information on the FLD database
- Assistance with administering production of ID cards for HRDs
- Providing logistical assistance for HRDs, including to attend FLD activities
- Assist in organising regional meeting and calls
- Providing Arabic-language support as necessary, including translating administrative documents from Arabic/English and English/Arabic, consecutive interpretation for human rights defenders
- Other comparable duties as may be required by Protection Coordinators, Protection Officer, Protection Managers.

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure:

Directly: Nil

Indirectly: Nil

Key Relationships:

Internal: Protection Coordinators, Protection Officer, Protection Managers, Head of Protection, FJ Fellow, HRD Memorial Coordinator, relevant colleagues from other FLD teams who work on MENA

External: HRDs, regional and local organisations

Person Specification

Knowledge, Skills & Experience:

Essential:

- Knowledge of human rights context in MENA region

- Minimum 3 years of experience working with defenders, civil society from the region on protection and other needs
- Analytical skills, ability to search for information throughout different sources, verify it and organise into advocacy documents
- Good writing skills, including ability to produce high-quality reports and correspondence.
- Fluent written and spoken Arabic;
- High level of written and spoken English;
- Good time management, ability to plan and prioritise work on the tasks, and ability to accommodate emergency tasks within the work-plan
- Ability to work independently and as part of the team
- Good level of political judgment, especially in the context of casework, e.g. ability to defend the case based on the analysis of the context and FLD mandate
- Self drive, initiative and capacity to pro actively support HRDs
- Ability to manage high-pressure situations while maintaining professionalism and responding to emotionally demanding challenges.

Desirable:

- Direct experience with holistic protection and engagement with HRDs, including digital, physical, risk assessment and well-being
- Working knowledge of one of Front Line Defenders other working languages - French, Farsi

Other requirements:

- Residing in one of the countries of the MENA region, with the legal right to work in the country of residence.
- Ability to undertake occasional travel in the region for the role
- Ability to undertake occasional travel to **Dublin or Brussels for internal meetings**

Competencies:

1. Commitment to our Work
2. Responsiveness to HRDs
3. Communication with each other
4. Building Collaborative Working Relationships
5. Exercising good judgment

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