

JOB OPENING

Posting Title:	PROGRAMME ASSISTANT
Programme:	Dialogue with Civil Society for Rights and Equality in the ENI Southern Neighbourhood
Duty Station:	TUNIS
Posting Period:	01/01/2020 – 31/07/2022

"Med Dialogue for Rights and Equality" Programme is a Technical Assistance Programme contracted by the European Union. The main objective of the Programme is to strengthen the role of CSOs active at the regional level, in building sustainable development, regional cohesion and resilience, as well as in influencing policy-making in the Southern Neighbourhood and the Euro-Mediterranean Space. The Programme is currently looking for a Programme Assistant.

Our project team is composed of three permanent key experts and one financial and administrative assistant that work in our office in La Marsa, Tunis. We are now looking for a programme assistant to support our team during the next 7 months.

Programme Assistant

Working under the supervision of the Team Leader, the *Programme Assistant* will support the Programme in carrying out the following tasks:

Duties and Responsibilities:

- Support the organization of events (trainings, seminars and meetings), taking care of logistical and operational aspects;
- Follow-up on networking and exchange with Programme partners and beneficiaries;
- Support in the development and follow-up of capacity-building activities;
- Assist with the development of contacts for strategic partnerships;
- Maintain and update the online E-Library of the programme;
- Data entry and update of contact databases and Egnyte platform;
- Draft letters to Programme partners and beneficiaries;
- Edit and translate Programme reports and documents;
- Follow up on procurement processes if needed (e.g. identification of local service providers, delivery of promotional material, etc.)
- Take care of internal programme's meeting agendas;
- Draft and follow-up on routine correspondence (email, phone, paper, etc.);
- Maintain files of activities, events, research reports and other related documentation;
- Support travel and accommodation arrangements of participants to these activities with the Admin assistant;
- Assist in the dissemination through project's social media channels and online channels;
- Attend internal and external meetings as requested;
- Produce the monthly Flash Report with Programme updates and support in producing the 6-month reports;

- Other duties as assigned by the Team Leader or the Key Experts.

Knowledge, Skills and Abilities:

- Good organizational skills and ability to liaise with various partners;
- Computer literate in Microsoft Word, Excel and Powerpoint;
- Good writing, analytical, research and problem-solving skills;
- Ability to prioritize conflicting demands and deadlines;
- Ability to manage relations and contacts with the external public and Programme's partners;
- Ability to communicate with the public effectively;
- Ability to work well either alone or as part of a team;
- Knowledge of the Arab region's challenges for civil society and rights is an asset.

Minimum Qualifications:

- Experience in one of the following domains: Project/programme manager, event planner, campaign officer (at least 4 years)
- Experience in working with the civil society (at least 2 years);
- Ideally experience in a project funded by an international organisation (EU or similar)
- At least a bachelor's degree in social sciences, law, public relations, development;
- Good command of Arabic and English both in writing and speaking; French is an asset.
- Good editing, writing and communication skills

The job location is Tunis. Physical presence in the Programme's headquarters in La Marsa, Tunis, is compulsory.

The compensation package will include salary commensurate with experience.

How to apply?

Please send you CV together with a motivation letter to: hela.bensalah@particip.com **before 31/12/2021**

For any question or request for clarification, kindly contact hela.bensalah@particip.com

Special Notice

Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. External candidates will be responsible for any expenses incurred in order to take the selection interview and, in the event of an employment offer, any cost related to travel and relocation to the duty station on appointment and separation. The candidate will also be responsible to obtain any visas and work permits in order to take up the appointment. If selected, external candidates will be recruited on a local basis and would not be entitled to international benefits.