

Sourcing qualified passionate candidates for the development sector in Africa



POSITIONS: Senior Programme Officer X 3 (Refugee Empowerment / Migration and Mobility / Integration of Newcomers in Europe)

REPORTING TO: Director of Programmes

REMUNERATION: Subject to skills and experience

LOCATION: The Hague, The Netherlands

START DATE: October 2020

BACKGROUND

NGO Recruit has partnered with a newly formed grant-making foundation for Refugees and Migrants, which will begin operation in October 2020. The foundation believes in philanthropy as a means of social and systemic changes. Its purpose is to support and empower refugees and migrants on every side of the Mediterranean Sea and contribute to making Europe a more welcoming continent. The foundation seeks to prevent further deaths, despair, and destitution on the roads to Europe by creating opportunities, alternative legal pathways and other win-win solutions for refugees, migrants and host countries.

JOB SUMMARY

The Senior Programme Officer will lead one of the Foundation's key programmes:

Refugee Empowerment: This programme will focus on providing opportunities and alternative pathways to refugees and asylum-seekers. By increasing access to education and livelihoods and expanding complementary pathways of admission in Europe, the programme seeks to support and empower persons entitled to international protection in countries of transit or asylum. The programme will be implemented with civil society actors, in particular refugee-led organisations, and international stakeholders in various regions (Eastern Africa, the Horn of Africa, and the MENA region).

Migration and Mobility: This programme will focus on providing opportunities and legal migration routes to people moving away from their home country for reasons other than war and persecution, such as the search for self-realisation and a better life. By enhancing training and economic opportunities, and/or facilitating (temporary) labour migration to Europe, the programme seeks to support and empower (prospective) migrants in their present country of origin or transit. In so doing, the programme also aims to create a more positive and constructive narrative on migration generally. The programme will be implemented in coordination with a range of stakeholders (universities, civil society organisations, the private sector, national and international institutions) in West African and European countries.

Integration of Newcomers in Europe: This programme will focus on enhancing acceptance and integration of refugees and migrants in Europe. By working closely with selected cities and partnering with migrant/refugee-led organisations, the programme seeks to inspire and support innovative inclusion initiatives and policies. It also aims to promote a constructive dialogue between all parties, including European institutions, civil society organisations and other foundations. The programme will

be implemented with refugee/migrant-led organisations and selected European cities in EU Member States as well as in countries at the EU's external borders.

KEY RESPONSIBILITIES

- As senior programme officer, you will be responsible for the assessment, support, and administration of grant awards to target NGOs
- You will manage one of the three key portfolios (Refugee Empowerment / Migration and Mobility / Integration of Newcomers in Europe), including scope, budget, and planning
- Support the development of the portfolio's strategy, identifying key partners and establishing sector-support mechanisms
- Review applications for funding, conduct due diligence on applicant NGOs, make recommendations to the Director of Programmes and the Chief Executive Officer
- Identify, liaise, and closely interact with (prospective) partners to identify needs and create sustainable partnerships and projects with meaningful impact
- Monitor grant progress and evaluate impact reports of the projects, conduct closing assessments in collaboration with the monitoring and evaluation expert, and draw lessons from experience
- Ensure that reporting to the foundation is of high quality and done in a timely manner
- Expand the network of the foundation and contribute to programme development for future programming
- Manage agreements and grant documents within the portfolio

QUALIFICATIONS AND REQUIREMENTS

- You hold a Master's degree in migration studies, international law, international relations, political or social sciences, or an equivalent Master's
- You have 5+ years of experience and proven track record working in or with NGOs on asylum and migration issues, in the humanitarian/development sector or in the field of education
- You have excellent social and communication skills for creating networks, ensuring coordination, and stimulating cooperation among colleagues and partners
- You have experience with migrant or refugee-led organisations and networks
- You have experience in the field of Monitoring, Evaluation and Learning
- You have excellent writing skills and experience in developing project proposals according to donor requirements.
- You have experience with managing a budget and you master the relevant IT tools (e.g. Office, Excel, SAP, etc.)
- You are able and willing to travel frequently
- You demonstrate genuine interest and passion towards creating positive impact for migrants and refugees
- You are fluent in (spoken and written) English and French or Arabic

What we offer

- An innovative newly established organisation with a focus on meaningful and sustainable impact
- A chance to work directly with refugees, migrants and other stakeholders

- Extensive travel to relevant countries within Northern Africa, MENA region, and Europe
- An opening to the world of philanthropy
- A dynamic and professional working environment with offices based in The Hague
- A key role where initiative is encouraged
- Competitive salary and good working conditions

Additional information

- Type of contract: full time paid employment (36 hours)
- Length of contract: one-year renewable
- An (online) assessment may be part of the recruitment process
- Reference checks are part of the final hiring procedure
- Applicants must be able to live and work in the Netherlands
- The Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. For this specific position, candidates with a migrant or refugee background are encouraged to apply.

How to apply

Interested applicants are to submit the following by e-mail to nolu@ngorecruit.com quoting **reference number NBF001**:

- A **CV** (in Word or pdf format) and
- A cover letter (in English) demonstrating how your background makes you ideal for this role and the partnerships you feel will be beneficial given your knowledge of the subject matter

Application Deadline: **22 July 2020**. Interested applicants are encouraged to apply ASAP. Only shortlisted candidates will be contacted.

For more on our work and impact, visit our [webpage](#) and social media pages: [LinkedIn](#), [YouTube](#), [Twitter](#), [Facebook](#), [Instagram](#).