

## Project Officer Digital Defenders Partnership (DDP)

The Digital Defenders Partnership, a programme hosted by HIVOS, seeks qualified candidates for the position of: Project Officer (PO) Digital Defenders Partnership.

- **Title:** Project Officer Digital Defenders Partnership
- **Region:** Eastern Europe and Central Asia (EECA)
- **Location:** Remote; starting a.s.a.p. as a consultant for a few months. Preferably based in the region. Depending on funding security, the possibility for a longer term contract; also remote as a consultant or in the Hivos Global Office (The Hague)
- **Deadline: 14 April 2022**

Are you committed to defending human rights offline as well as online? Do you have working experience in the EECA region and do you speak Russian? Do you have experience in the digital security or organizational security field, have you been managing (small) grants and are you capable of doing grants assessment? Are you flexible, and able to contribute to a whole range of tasks within the Digital Defenders Partnership international program? The DDP team would love to have you as a colleague.

**The Digital Defenders Partnership (DDP)** was initiated late 2012 by the *Freedom Online Coalition* (FOC)<sup>1</sup> to advance Internet freedom and to keep the internet open and free. DDP provides emergency response and sustainable protection funding to human rights defenders and organizations; strengthens rapid responders and local protection networks and capacities and contributes to long-term organisational safety through accompaniments.

At the moment, DDP has regional teams based in Latin America, Asia, Africa and Europe. To complement our global scope, DDP wishes to strengthen our capacity in **Eastern Europe and Central Asia**, specifically regarding the grants applications coming in from this region. For this purpose, we are recruiting a Project Officer who will focus on grants management and network building in Eastern Europe and Central Asia. Your enthusiasm, expertise and input can help frame and develop DDPs (future) operations in Eastern Europe and Central Asia.

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<sup>1</sup> Partnership of 34 governments to advance Internet freedom.



## Your responsibilities

The PO reports to the DDP Project Manager Operations and has the following responsibilities:

### Grants management

- Assessment of applications, due diligence, and vetting (in close cooperation with the DDP grants team).
- Guiding and supporting (potential) grantees.
- Partner management (creating contracts, assessment of quarterly reports, payments, communications, etc.).
- Outreach: scouting for potential new regional partners in Eastern Europe and Central Asia through conferences and your own regional network.
- Advice and Referral: Due diligence of those who are asking for support.

### Grants team support

- Being part of the grants team with regular weekly meetings.
- Contributing to continuous improvement of overarching grants assessment procedures and standards of practice within the grants team.
- Occasional administrative tasks related to overall DDP team (ensuring report submission and payment arrangement).

### M&E, Reporting, lessons learned

- Implementing DDP M&E activities.
- Contributing to the official reporting structure to the back donors.
- Joining international DDP team meetings.

## Your profile

- You have working experience with Human rights defenders in the Eastern Europe and Central Asia region.
- You are an excellent communicator (written and verbal) in English and Russian, other Eastern European and / or Arabic language skills are a strong bonus.
- You preferably have a nationality from the Eastern Europe and Central Asia region.



- Your experiences include preferably a feminist/intersectional/de-colonialist/cross-cultural experience.
- You preferably have knowledge of issues related to internet freedom, digital security, protection, NGOs, organisational security, and working directly with human rights defenders under threat.
- You preferably have grants management experience, including grants assessment, contracting and report approval.
- You preferably have network coordination experience and have connections with digital security networks in Eastern Europe and Central Asia.
- You are a good organizer, and able to work in different time-zones and with people from different (cultural, religious) backgrounds.
- You are result-oriented, and a practical thinker; you are able to deal with emergency requests that come up, you don't mind taking on any kind of administrative tasks.
- You are an Independent team player; you are able to work independently on program elements, as well as in collaboration with the DDP team and partners in the field.
- You are an open communicator; you are able to communicate clearly, and you are not afraid to address any ambiguity or insecurity.
- You preferably are tech savvy, being able to use encryption and secure communication channels, as well as having a talent for using digital applications for grants management and administration.
- You agree to the DDP values (as addressed in our 2020-2023 strategy plan, see our website [www.digitaldefenders.org](http://www.digitaldefenders.org)) and will sign the Hivos safeguarding policy (<https://hivos.org/integrity>) and non-disclosure agreement of DDP. It is especially important to be in full acceptance towards LGBTQI work and the DDP feminist approach.
- In case you feel your experiences do not fully match this profile (yet), but you are motivated to take this position on, fit well with our vision and values, feel passionate about the HRD protection field, please feel welcome to reach out and we can explore what is possible.
- DDP is dedicated to strengthening diversity in the field of digital and holistic protection, and in this regard, women and LGBTIQ+ people, persons with disabilities, as well as others traditionally under-represented in the field, are encouraged to apply.



Digital  
Defenders  
Partnership



## What we offer

A consultant contract for 32 hrs/week is offered a.s.a.p. starting in May 2022 for the period of three months, with the option to extend a contract (depending on the funding availability and project approvals) for a longer period. DDP differentiates consultant salaries per region. Consultant rates offer will depend on your location, experience and skills. Travel costs are compensated in accordance with Hivos Regulations.

## Want to apply?

Please apply before April 14, 2022. We will consider closing the procedure before this date in case we receive a lot of applications and/or have found the matching candidate before this date.

Both a letter of motivation and resume need to be submitted in English to the DDP Project Manager Operations Sophie Schellens at [sschellensehivos.org](mailto:sschellensehivos.org) via **e-mail with subject: PO DDP EECA**.

Interviews will take place in the week of April 18-22, 2022 and can take place over secure online communication means.

## Background checks for final candidates

If you get selected for the final stage of the selection process, please note that professional references and background checks will be conducted due to our Safeguarding Policy\*. We may check social media -unless applicants states they do not wish us to do so. Accuracy of information in the curriculum vitae will also be checked. (\*) <https://www.hivos.org/who-we-are/our-organization/integrity/>.