

IFJ Project Assistant for the Middle East and Arab World:

The International Federation of Journalists is looking for a part time project assistant to work with its team in the Arab World and Middle East region from its headquarters in Brussels.

The post is currently part time (3 days a week) for five months as Maternity Cover starting November.

The International Federation of Journalists (IFJ) is a global union federation of journalists' trade unions. The IFJ protects the rights and freedoms of journalists. It also works for solidarity, social justice, labour rights, democracy, human rights, and fighting poverty and corruption. Today, the IFJ represents around 600,000 members in more than 140 countries.

Location: Brussels

Division: Projects

Type: Part time, 3 days a week for a period of five months.

Deadline for applications: 26th October

Start Date: 1st November 2017

Job summary

Predominantly assisting in the implementation of IFJ projects as part of the IFJ project team in the Middle East and Arab World, including planning and organising events, budgets and reporting and all practical tasks related to the organization of meetings and project documentation. Translation of short texts between English and Arabic is also required.

We are looking for someone with the following skills

- Fluency in Arabic and English, speaking French as well is an advantage.
- Excellent Organisational skills particularly in logistics and finances
- Good writing skills
- Commitment to advancing social justice and trade-union values
- Knowledge of the journalism landscape in the Arab World and Middle East region.
- A valid work permit is also a requirement.

Applicants should send their CVs and motivational letter to: monir.zaarour@ifj.org