

ROLE PROFILE

JOB TITLE:	Head of Region (MENA)	REPORTING TO:	Director of Global Protection
TEAM:	Global Protection Programmes	DATE:	September/October
LOCATION:	Remote (in the region)	CONTRACT TYPE:	Full time, Permanent
WEEKLY HOURS:	35 hours	SALARY:	Grade D (€73,327 to €91,382)

Principal Objective of the Role:

Team Purpose:

The Regional Team leads Front Line Defenders' work in the Region, with responsibility for defining priorities, directing organisational protection responses, and ensuring that resources are deployed where they have the greatest impact for human rights defenders (HRDs). Grounded in sustained engagement with HRDs and regional ecosystems, the team determines where the organisation acts, who and how it supports, and how it responds to evolving risks. The Regional Team plays a central role in shaping organisational direction by ensuring that strategies, approaches and interventions are driven by regional priorities, while contributing directly to global strategy and positioning.

Role Purpose:

The Head of Region/Protection leads the Regional Protection Team and is responsible for setting the strategic direction, priorities, and protection responses of Front Line Defenders within the region. The role ensures that the organisation's work is grounded in the realities, needs, and priorities of human rights defenders, with resources directed where they can make the greatest impact. They play a crucial role in aligning regional priorities with organisational strategy by translating contextual insights into organisational priorities and actively shaping global strategy and positioning. Working closely with various Heads of Programmes, the Head of Region/Protection ensures that all organisational programmes are aligned with and responsive to regional priorities. The role also assumes overall management and operational responsibility for the regional team, ensuring the coordinated, effective, and secure delivery of work across various contexts. This includes oversight of implementation of workplans, risk management, operations, cross-team coordination, and leadership of a geographically dispersed team.

Responsibilities:

The key accountability and associated duties include:

1. Strategic Leadership and Management

- Nurture an inclusive, values-driven, supportive team culture with a focus on delivering impact for human rights defenders in line with the organisation's vision, values and mission.
- Lead the regional team to develop, monitor, and implement work plans to ensure the delivery of regional strategies. The Head of Region will provide spaces for learning, analysis and strategic planning, as well as convene and chair regular meetings for team coordination and collaboration in the implementation of work plans.
- Model and provide leadership and guidance to their team on staff security, well-being, learning, staff development, and effective communications.
- Partner and collaborate with the other Directors, Managers and Teams across the organisation to ensure coherent and timely programming and operations.
- In collaboration with PCs, ensure that regional priorities are continuously informed by direct engagement with HRDs, contextual analysis and ecosystem dynamics.
- Ensure alignment with the organisation's Strategic Plan, while actively contributing to shaping it by bringing forward regional analysis, trends and learning.

2. HRD Protection Programmes

- Work with the regional team across the different areas of response to HRDs, sustaining core workflows while leading initiatives to optimize underperforming processes.
- Support Protection Coordinators' to spearhead the identification of emerging trends and regional strategic prioritisation, amplifying their voice to inform organisational strategy, and set priorities for coordination with programmes (Resilience and Well being, Protection Grants, Advocacy, Development, Comms&Events, ME).
- Collaborate with the Director of Global Protection to integrate regional perspectives into the organisation's vision and strategy.
- Work in close collaboration with Heads of programme teams (Resilience and Well being, Protection Grants, Advocacy, Development, Comms&Events, ME) to align programme delivery with regional priorities; adapting tools and approaches to regional contexts and ensuring timely and effective responses to HRDs.
- With the support of the Strategy, programme support, and learning team ensure high-quality programming, resources, learning, and thematic collaboration in areas such as digital protection, RAPP (risk assessment and protection planning), capacity development, and security.
- Work with the Head of Grants and the grants team to ensure shared oversight and learning across the region's grants programme.
- Together with PCs work with the Head of Advocacy and advocacy team to direct advocacy on protection for HRDs in the region, support timely effective advocacy interventions, and inform work on broader thematic areas.
- Work with the Communications team to shape an internal and external communications strategy and approach for the relevant region, taking into account region-specific risks and profiles.

3. Team and Operational Management

- In cooperation with the Operations team, contribute to organisational operations systems, procedures and policies to support the efficient functioning of the organisation in their region.
- In close cooperation with respective team members, assess key financial, legal, operational

and reputation issues and risks involving the staff and FLD work in the region, and feed into organisation risk management systems.

- With support from the Human Resources team, ensure successful recruitment, induction, appraisals, development, retention and security and well-being of regional team members.
- With support from the Operations Team, ensure compliance for procurement and data protection in the region.
- Oversee that activities in the region comply with organisational policies, procedures, and agreed reporting timelines.

4. Staff Security and Well-being

- Foster healthy behaviour at work, ensuring regular check-ins with staff, spotting early warning signs of stress and burnout, making supportive adjustments at work, and nurturing positive relationships.
- Contributing to active risk management to identify, analyse and mitigate against risks that may impact staff and the delivery of programmes.
- Partner with the Security Lead to assess risks in their Region on an ongoing basis, including digital and location-based risks, identify emerging threats, and implement mitigation strategies for team safety and operational continuity.
- Ensure security plans for the Regional Protection Team are up to date and fully compliant, including the timely submission and approval of personal, mission, travel, and event security plans.
- Hold oversight and approval of travel for all other staff and consultants present in the region.
- Ensure security incidents are logged promptly and escalated as needed.

5. Monitoring, Evaluation and Learning (MEL)

- Supporting FLD to be a learning organisation, which continually measures, evaluates, reviews and learns in order to improve and enhance our delivery and responsiveness to HRD's by anticipating, identifying and solving problems and that we share learning to ensure continuous improvements across teams.
- Contribute to the design of MEL frameworks, particularly in defining intended high-level change, to the identification of learning priorities/agenda, and to the development of action plans based on evaluations and learning processes, ensuring learning informs and adapts implementation.
- Ensure outputs, outcomes, and monitoring data are documented in line with MEL frameworks and reporting processes to support evaluation and learning.
- Lead annual planning to ensure it is in line with and contributes to the organisational strategic plan and results framework, regional strategies, program strategies and relevant MEL frameworks.

6. Strategic Resource Allocation & Budget Oversight

- Plan, manage and monitor the regional annual budget, ensuring strong financial stewardship and effective delivery within agreed parameters.
- Provide strategic input into wider organisational resource allocation affecting the region and fundraising proposals.
- Ensure financial procedures and approvals (staff expenses, procurement, etc.) within the

region are in line with organisational policies, compliant with donor requirements, and reported on to central finance within agreed timelines.

- Make informed decisions on the use of regional resources, balancing competing demands and ensuring timely and effective support to human rights defenders. Identify opportunities to maximise the impact of resources, including through partnerships, funding opportunities and external collaboration.
- Provide strategic input to fundraising and proposal development by defining regional priorities and resource needs.

7. Networking and Representation

- Maintain and develop relationships with key partners, supporters, funders, and potential funders.
- Led strategic external engagement for Front Line Defenders with diverse stakeholders, amplifying the impact of existing regional partnerships through joint representation and reinforcing the work of staff dedicated to maintaining these deep-seated connections.
- Champion the region's priorities and defenders needs globally, acting as a strategic liaison to international donors, UN mechanisms, and global civil society networks to amplify local voices and secure external support.

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: Protection Coordinators, Digital Protection Coordinators, Regional Officer.

Indirectly: N/A

Key Relationships:

Internal: CEO, Deputy Deputy CEO, Director of Protection Grants, Director of Development, Director of Finance & Operations and Operations team, Head of Global Advocacy, Head of Communications and Events, Head of Protection Grant, Head of Wellbeing & Resilience

External: HRDs, NGOs, Donors

Salary

This role is on Grade D ranging from €73,327 to €91,382 commensurate with experience and qualifications and agreed on appointment.

The role holder is responsible for complying with relevant tax and other legal requirements in their country of residence.

Benefits include 26 days annual leave, Pension, Health Insurance, Income Protection, Life Assurance, Employee Assistance Scheme (EAP), Monthly Well-Being Provisions, Laptop, Mobile Phone.

Person Specification

Knowledge and Skills:

Essential:

- Considerable knowledge and understanding of international human rights work, including the role and holistic protection needs of human rights defenders.
- Strong understanding of the political and human rights contexts across the MENA region.
- Excellent political judgment, including the ability to make strategic choices based on sound analysis of potential costs and benefits.
- Demonstrated strong analytical and problem-solving skills, including the ability to identify and resolve potential issues before they arise.
- Sound decision making, particularly in high-pressure and high-risk situations.
- High level of competence in English and Arabic,.
- Excellent written and verbal communication and presentation skills, including the ability to clearly and concisely communicate ideas.
- Strong drafting, editing, and proofreading skills with the ability to produce clear and accurate documents efficiently.
- Excellent interpersonal and collaboration skills, with the ability to work effectively with colleagues across the organisation, as well as with HRDs, NGOs, and government / institution officials.
- Ability to supervise, mentor, and provide guidance to a diverse team, while contributing effectively within multi-level team environments.
- Lead by example to motivate staff and ensure the values and culture of the organisation are maintained.
- Demonstrates personal leadership, initiative and pro-activity.
- Capacity to plan, prioritise and manage multiple, sometimes competing demands efficiently in a challenging, fast-paced environment.
- Strong organisational skills including an ability to prioritise initiatives across several countries in multiple time zones.
- Basic skills for budgeting management.

Experience:

Essential:

- At least 10 years' experience working at a senior level in a human rights organisation, or equivalent experience in a similar organisation in a leadership role.
- Experience of working in an international context in the protection of human rights and/or human rights defenders, ideally within an international or regional human rights organisation.
- Significant management experience in a relevant field, people management, staff well-being, strategic planning, and evaluation.
- Experience of building and working effectively with teams of people from diverse professional

and/or cultural backgrounds, including managing remote staff and working across multiple time zones.

- Experience of managing budgets and delivering organisational objectives, including fundraising experience.
- Experience of driving innovation and developing programming in a relevant field.
- Documented experience working with human rights defenders and/or human rights organisations.

Desirable:

- Demonstrated experience and judgement in high risk situations that pose security concerns to individuals as well as the organisation.
- Demonstrated experience on direct support to staff well being.
- A second regional language.

Other requirements:

- Requirement to travel internationally.
- Availability for on call hours during nights and weekends on an occasional basis.

Front Line Defenders Values:

1. Working With Colleagues:

- Respect for the Individual
- Building Trust
- Collaborative Working
- Communication With Each Other

2. Developing Myself:

- Self-Awareness
- Adapting to Change
- Proactive Learning
- Managing My Well-being

3. Leadership:

- Strategic Thinking
- Engaging With People
- Stewardship of Resources

Selection and Appointment:

- To apply, candidates need to submit a copy of their application - CV - via the 'Apply Now' button.
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held during **August 2026**
- The appointment is expected to be effective from **September/October**
- **Closing date; 5pm** (local Irish time) on **Monday, 03th August 2026**.

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