



Job Description
Middle East and North Africa Regional Manager
Location: Middle East and North Africa Region

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to change the conditions that allow modern slavery to exist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds. Headquartered in Washington, D.C., with programs in the Dominican Republic, Ghana, Haiti, and India, Free the Slaves has a diverse and expert staff and a highly engaged and supportive board of directors.

For more information, see: www.freetheslaves.net.

Position Overview

The Middle East and North Africa (MENA) regional manager represents FTS in the region and provides ongoing technical assistance to FTS partner organizations in strategic design, implementation, measurement and reporting on FTS program areas including its Community Liberation Toolkit, trainings, the Freedom from Slavery Forum, programs and projects. The MENA regional manager reports to the executive director and supervises other staff as needed. The MENA regional manager coordinates closely with the FTS senior program manager and FTS staff for the designing, planning, budgeting and overall management of country and regional programs, strategy development, business development and program oversight. The MENA regional manager closely supervises and monitors the country programs and projects implemented by different partners and other associated stakeholders, and coordinates with the FTS operations team to carry out operational tasks connected to the MENA regional program.

This position can be based in any country in the Middle East and North Africa region.

Principal Responsibilities

- Represent Free the Slaves in the Middle East and North Africa region. This includes identifying interested audiences, presenting accurate information about Free the Slaves and the work of the organization through diverse means, meeting and networking with staff of other organizations, government agencies, media outlets and businesses.
- Enable FTS to define and implement a context-driven strategy in support of eradication of modern slavery in targeted areas in the Middle East and North Africa region including: priorities for linking with effective organizations that are building local, national and regional resistance to modern slavery; recommended priorities for sectoral concentration and forms of production to address, opportunities for joint capacity building, policy advocacy, promotion of slave-free trade, safer labor migration, worker-driven social responsibility and public awareness opportunities.
- Identify and work with FTS partners to implement their planned programs funded by grants and other income received by Free the Slaves. Support and provide guidance to partners as needed through field visits and other meetings (including online), conduct regular organizational capacity assessments, participate in planning and budgeting, monitor and evaluate their activities, encourage information sharing among partners, and report on performance and challenges to Free the Slaves. Propose creative solutions to challenges, as they arise, while following Free the Slaves' partnership approach to community-led program work.
- Ensure the FTS training toolkit is accessed, shared and adapted, both online and offline, in the Middle East and North Africa region. Gather lessons learned and best practices, and provide expert recommendation to FTS.
- Identify major anti-poverty, migration, and human rights programs whose impact on modern slavery could be strengthened through program adaptations, staff training, networking, coalition building and capacity building.
- Negotiate arrangements to undertake training and technical assistance, potentially in collaboration with partners.
- Support FTS and partner advocacy efforts to influence policies, practices and implementation of anti-modern slavery responsibilities by the MENA regional governments and agencies, and other key audiences including key institutions. Provide expert counsel and/or assist in accessing expertise as needed to help with submission of draft regulations and legislation, as well as effective approaches to advocacy.

- Lead efforts to raise funds in the MENA region to support the work of Free the Slaves and its partners by identifying potential sources of funds in the region, building relations with potential MENA donors, facilitating contact between MENA donors and NGO partners, hosting donors from within or outside MENA and the region, supporting proposal development and assisting in grant reporting. The MENA regional manager will work closely with the development team to support fund raising.
- Lead advocacy activities including organization of regional forums organized by FTS and allies.
- Document FTS and partners' work in MENA region, with organizations' and individuals' permission, through digital photography and written stories/testimonies, and ensure materials are shared with the communications team as required.
- Promote adoption of the Free the Slaves community-based approach to modern slavery eradication, through presentations, publication, advocacy and training.
- Participate in the development and implementation of Free the Slaves' overall goals and strategies, including the Community Liberation Initiative and strategic plans set by the organization.
- Supervise and orient designated staff and other regional staff in effective fulfillment of their tasks.
- Participate and lead organizational meetings as required or planned
- Other duties as may be assigned from time to time by the supervisor.

Qualifications

- 3+ years of experience working in the Middle East and North Africa region
- Progressively increasing responsibility as program manager or regional manager
- Demonstrated experience and skills in training online and offline, including training materials development and training implementation
- Demonstrated experience and skills in events and conference organization including logistics preparedness, event planning, etc.
- Strong organizational skills and management experience
- Experience in advocacy at country and regional levels in the MENA region
- Demonstrated experience in managing and working with a wide range of regional partners
- An understanding of the universe of human rights and the movement against modern slavery, especially in the region

- Experience leading and working with staff in an innovative environment
- Ability to communicate clearly and consistently with a variety of technical and non-technical audiences including staff, stakeholders, donors and board members, both orally and in writing

Additional Qualifications

- Legal right to live and work in a country in the Middle East and North Africa region
- Arabic and English language capacity is required
- Familiarity with new technologies as a tool for training and mobilization an asset

To Apply:

Applicants should submit **a tailored cover letter that outlines your interest and relevant experience, a resume, and a list of three references** from former supervisors to <https://smrtr.io/4cJps>. PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT. Please include your last name in the title of the document.

Deadline for Submissions:

Interested applicants are encouraged to apply as soon as possible, as consideration of candidates will be done on a rolling basis.

The application deadline is 5:00 p.m. EDT, Tuesday, September 1, 2020.

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.