



EXTERNAL PROGRAMME DEVELOPER - EDUCATION SECTOR

Organisation

Mercy Hands Europe (MHEurope) is a women-led international non-profit organisation registered in Geneva, Switzerland, since 2019. It is the sister organisation of **Mercy Hands for Humanitarian Aid (MH)**, the biggest local NGO in Iraq founded in 2004 and based in Baghdad. They share the same vision and mission but work independent of each other and are governed by different Boards of Directors and bylaws. Together these two NGOs form the Mercy Hands' Alliance. The Mercy Hands' Alliance comprises non-profit organisations that work for conflict torn and disaster affected areas to save lives, sustain human rights and restore a healthy community. Mercy Hands is also in Annecy, France.

MHEurope's mission is to empower vulnerable people living in the disaster areas of **Iraq and Syria** through our sister organisation and local partners. We also work in **Ethiopia** and **Ukraine**. We focus primarily on education, protection, emergency, agriculture and livelihoods projects. We support the development and implementation of our projects with partner organisations on the ground. Our project management experience and expertise, with sustainability as a core value, and our presence in Switzerland, allow us to secure long-term sources of income and ensure capacity building of local communities. MHEurope implements humanitarian and development programs in different parts of the world, either directly through its field missions or through its sister organisation or other local partners (Iraq, Syria, Turkey, KRI, NES).

MHEurope is offering a **service contract (article 394 et seq. of Swiss Code of Obligations)**.



The collaborator will be remunerated by a percentage of the calls for proposals that s/he will win.

Location

Geneva (or Europe home-based).

Salary

The remuneration will be 1% or 2 % of the winning call for proposal, depending on the type of work.

Benefits

After 6 months, there is a possibility to become an internal staff member based in Geneva, on the field or home-based.

Tasks and Responsibilities

1. Answering to call for proposals;
2. Developing projects and concept notes;
3. Being in contact with the field workers and asking for need assessments and general information;
4. Advocating (contact with donors);
5. Fundraising activities related to the projects.

Requirements

- Expertise in the EDUCATION or LIVELIHOOD sector.
- Strong written (and verbal) communication skills in English
- Knowledge of the MENA region context and needs
- Ability to work independently
- Be able to successfully manage time and tasks



- Be able to continuously meet targets
- Project management experience
- Knowledge on how to answer a call for proposal and the cycle of projects
- Knowledge on how to create a new project from scratch.

How to apply

NB: Women are encouraged to apply.

If you are interested in this position, please send your **CV and cover letter** to **michela.maccabruni@mercyhandseurope.org** and **info@mercyhandseurope.org** with the following subject: [Application for Education EPD.](#)

Due to the high amount of applications received, only the shortlisted candidates will be contacted. We thank you for your understanding.