

Med Mena Project Manager

June, 2025

ERIM (formerly known as IREX Europe) is a not-for-profit organisation based in Lyon, France. We provide innovative projects to promote human rights, strengthen independent media and civil society. The ERIM approach emphasizes partnerships with local development organisations to bring about change through training, partnerships, education, research and sub-granting schemes.

ERIM is looking for an experienced Lyon-based Project Manager to work with our team in implementing media development, freedom of expression, media and information literacy, human-right & civil society programs in the Med-MENA region (includes the Balkans, North Africa and Middle East countries).

I. Responsibilities:

- Provide support for the implementation of different donor funded projects, directly managing projects and working with partners and other Project Managers on administration, monitoring and evaluation, reporting and project tracking.
- Identifying, researching and developing new opportunities and applications for funding within ERIM's mandate and using ERIM's specific skills and capacities.
- Ensure strong coordination between different stakeholders involved in the projects, including partners, beneficiaries, and institutional donors.
- General research on human rights issues and independent media and freedom of the press issues.

We are looking for someone who is a team player, flexible, proactive, positive and who wants a job which has impact. If you think you could be a good fit for the team and have most of the essential criteria below, please send us an application.

II. Essential criteria:

- Bachelors or Master's degree in a relevant field of study (political science, human rights, media, journalism, international relations, etc.) and/or the equivalent combination of education and work experience.
- At least five years' experience in international project management, including sub-granting aspects, in the fields of civil society development, human rights promotion and/or media development.

- Knowledge of and experience with the civil society and media landscape in North African countries and/or Middle East and/or Balkans.
- Strong experience and proven skills in budget and financial monitoring of donor funded projects, including co-funding.
- Excellent communication skills.
- Fluency in written and spoken French and English.
- Pro-active, solutions focused, and able to work independently.
- Organised and able to meet deadlines.
- Willingness to regularly travel internationally.
- Strong computer skills (Word, Powerpoint, Excel).
- Be based or willingness to be based in Lyon.
- The right to live and work in France is mandatory.

A. The following criteria will be considered as an advantage:

- Understanding of the civil society and media landscape in the Mediterranean (Southern Europe and Balkans and MENA region).
- Proven previous experience in new business development, grant design and writing.
- Experience of working for AFD, DRL and EU-funded projects
- Knowledge of Arabic would be an asset

III. Contract conditions:

- Open Ended Contract (CDI) - full time (37 hours per week) starting as soon as possible. With the opportunity for renewal.
- Salary according to the ERIM salary scale: from 3 112 euros brut depending on experience.
- Job based in Lyon (mandatory), France, with occasional international travels.

A. Benefits:

- Flexible working hours.
- Possibility to work from home up to 2 days a week.
- Paid vacation: 6 weeks a year
- Complementary Health Insurance (including for family members) covered 100%
- Public transport monthly subscription covered 100% or forfait mobilités durables: benefits for those who use an "environmentally friendly" non-public transport ways to come to work.

If you are interested, please send a CV and motivation letter to recruitment@erim.ngo with the subject: "Med-MENA Project Manager".

B. Important information:

1. Please note that the position is to be filled-in as soon as possible and applications will be reviewed on a rolling basis until the right candidate is hired.
2. If pre-selected, you will be contacted for an interview. As we receive a very high number of applications, we are unable to respond to questions over the phone.
3. ERIM is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, family status or responsibilities, gender identity or expression.

Type of contract	CDI / Open ended contract
Location	Lyon, France
Deadline	July, 16th 2025
Salary range	From 3 112 euros brut depending on experience.