**APPLICATION PACKAGE**

1. **JOB ADVERTISEMENT**

**Position:** IDA Executive and Personal Assistant

The International Disability Alliance is seeking IDA Executive and Personal Assistant

**Description of Organisation**

The International Disability Alliance (IDA) is a network of eight global and six regional organisations of persons with disabilities and their families (DPOs), representing the estimated one billion persons with disabilities worldwide. Founded in 1999, as a network of international disability rights organisations, a unique composition, that allows IDA to act as an authoritative and representative voice of persons with disabilities in the United Nations (UN) system in New York, Geneva and worldwide. IDA’s advocacy seeks to advance human rights utilising the UNCRPD and other Conventions, harnessing the strengthened united voice of its members, to forge working relationships with partners to achieve common goals inclusive of persons with disabilities worldwide.

Background:

As an alliance of eight global and six regional organisations of persons with disabilities, IDA advocates at the UN for a more inclusive global environment for persons with disabilities and their organisations, including through ensuring that the 2030 Agenda and the Sustainable Development Goals are inclusive and in line with CRPD, or supporting organisations of persons with disabilities worldwide to take part in UN and international human rights processes.

As the head of the Secretariat, the IDA Executive Director is involved in a wide scope of responsibilities ranging from managing political and diplomatic engagement of IDA, public relations and communication, representation of IDA in a number of committees, or internal governance and accountability to the IDA board, to name a few, which need to be handled with high-level professionalism.

**B. GENERAL INFORMATION**

Position: IDA Executive and Personal Assistant

Position Start Date: May 1, 2020

Travels: Frequent, from 24/48h short missions to 1-2 weeks.

Working schedule: Full-time.

**C. JOB DESCRIPTION**

Mission:

The purpose of the Executive and Personal Assistant [EPA] is to assist the Executive Director (ED) by providing him with high-quality organizational, administration, communication and coordination support as well as serving as a personal assistant when needs arise, in particular for assisting with international travel.

An estimated 30% of EPA working time will be dedicated to his/her role within the Operation and Finance Unit, as Administration and Logistics Assistant of the New York Office.

Responsibilities:

In all his/her endeavours, the EPA will ensure participatory approaches, attention to representation of the diversity of the disability movement and its constituencies. S/he will coordinate with other IDA Secretariat team members as relevant to ensure optimum collaboration and efficient use of resources to achieve common IDA objectives.

By order of priority the main responsibilities are the following:

* 1. Provide high-quality organisational, administrative and communication support to the Executive Director

*Assists the Executive director’s in his daily tasks and communication with IDA governing bodies and committees, and with high-level external stakeholders*

Manages the ED agenda and calendar;

Supports the Executive Director emails correspondence;

Organizes the Executive Director’s travels and meetings, in liaison with the IDA units in New York and Geneva;

Organises and facilitates meetings, conferences, webinars with IDA Board Members;

Assists Executive Director during meetings and prepare minutes, talking points and reports;

Upon request of the ED, take a more proactive role in coordinating specific events or activities.

* 1. Personal Assistant

When need arise, EPA will be responsible also for delivery of the personal assistants’ tasks and responsibilities, including:

providing ad hoc personal assistance support and services to the Executive Director, mostly in New York, when such need arises, typically in a case of filling the gap in the provision of personal assistant’s coverage;

occasionally – and if it doesn’t intervene with the regular schedule of EPA – providing personal assistance services to other staff members with disabilities in New York office;

provide personal assistant services to the Executive Director on international travel, typically limited to the support during the travel itself from New York city to any destination.

* 1. Administration and Logistics Assistant – NY office (under the supervision of IDA Operation and Finance Director).

*This part of the EPA job description will depend on the workload resulting from the Executive Assistant and Personal Assistant position.*

Liaison with WeWork: Mail collection, building access, meeting room rental, invoicing, amendment to lease contracts

Liaison with IDA NY office suppliers: DHL, IT support, catering, accessible taxis etc.

Liaison with IDA Operations and Finance Unit in Geneva and Belgrade: exchanges of documents, follow up of signatures, monthly postage etc.

Management of NY office petty cash; monthly report to be provided to IDA Finance Manager.

Providing basic IT support and maintenance in liaison with Geneva IT support service provider. Finding and liaising with IT support service provider in NY.

 *Additionally, if workload allows it:*

Support the contracting officer and HR manager in Human Resources administration: liaison with payroll companies, healthcare providers, pension funds managers etc.

Logistics support to IDA activities in the US and in particular NY office: COSP, CSW, UNGA, HLPF, etc: hotel quotations, invitation letters, flight ticket booking, per diems, meeting rooms booking, provision of accessibility services (SLI, captioning etc…), catering and communication.

Logistics support on IDA events overseas (BRIDGE, flagship, General assembly/Board meetings, etc.)

D. EMPLOYMENT SPECIFICATIONS

**Profile specifications: qualifications, competencies and skills**

1. **KNOWLEDGE**
2. **Essential Requirements**
* at least high school diploma;
* at least three years of experience in working as personal assistant;
* experience in the non-profit sectors of administration, communications, public relations, outreach or project support – including internship, volunteering and training;
* Interest and understanding of social media;
* Understanding of development and human rights issues;
* Commitment to the human rights of persons with disabilities;
* Knowledge of English (producing and editing letters, newsletters, media releases and website).
1. **Desirable Requirements**
* Experience in Media Communications and Public Relations;
* Knowledge of the UN Convention on the Rights of Persons with Disabilities;
* Knowledge of UN structures and processes;
* Working knowledge of at least one other UN official language (Spanish, French, Arabic, Russian, Chinese) or International Sign.
1. **SKILLS / ABILITIES**
2. **Essential Requirements**
* High level of communication skills. Ability to communicate with clearly and concisely in professional English (written, oral);
* High level of computer literacy and PC skills with practical experience in the production of promotional material using major design software;
* Substantive knowledge of Microsoft Office and other software relevant for the job.
1. **Personal Skills**
* Autonomy, adaptability;
* A strong sense of diplomacy, sociability and interpersonal communication;
* Knowledge of communication and information accessibility requirements;
* Exercising discretion and confidentiality with sensitive information.
1. **Organizational Skills**
* Ability to work within a small, multi-cultural team in decentralized locations
* Excellent organizational skills with an ability to think proactively and prioritize work
1. **EXPERIENCE**

**Essential**

* The candidate should have at least 3 years of experience of wok in a similar position (including internship / volunteering / training etc).

**Desirable**

* Working experience with international organizations in a similar field;
* Work and/or life experience in Global South countries.
1. **OTHER**
* Willingness and ability to work occasionally at non-standard hours and to undertake some travel;
* Persons with disabilities are highly encouraged to apply.

**E. APPLICATION FORM**

**IDA Executive and Personal Assistant**

**Confidentiality**

All information given on the application will be treated in a confidential manner. Please note that this front page containing your personal details will be detached from the rest of your application during the shortlisting process to promote equal opportunities in the short-listing process.

**Please complete in type only.**

Please send the completed application form together with a CV in English **by e-mail** to the IDA Secretariat **by 31 March 2020** to the e-mail address: recruitment@ida-secretariat.org, indicating in the subject line: “**IDA Recruitment – IDA Executive and Personal Assistant”**.

Only completed application forms will be accepted. A confirmation of receipt will be sent to you via email. Should you not receive a confirmation after this date, please contact the IDA Secretariat by email.

**1. PERSONAL DETAILS**

**First name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**E-mail:**

**2. HIGHER EDUCATION**

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| --- | --- | --- | --- |
| **Name and address of college/university** | **From/to** | **Full/part-time** | **Qualifications obtained** |
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**3. PRESENT AND PREVIOUS OCCUPATIONS.** Please give details of your occupation(s) starting with the most recent. Include any unpaid work that is relevant to the post and explain any gaps.

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| --- | --- | --- |
| **Employer's name and address (please start with current/ most recent)** | **From/to(month/year)** | **Position held including brief description of your duties** |
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1. **TRAINING AND DEVELOPMENT.** Please give details of any training courses attended that are of direct relevance to your application.
2. **MEMBERSHIP TO TECHNICAL OR PROFESSIONAL BODIES**
3. **Language skills, including Sign Language**

6.1 Reading skills

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| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good**  | **Good** | **Basic** |
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6.2. Writing skills

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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6.3. Verbal skills/International sign

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| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
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**7. Computer literacy**

Please indicate your computer knowledge stating all the software programmes you are familiar with.

**8. Please explain how you meet the requirements of the employment specifications and provide any further information about yourself that you think is relevant to this application.**

(NOTE : This section of the application is one of the most important and will be considered as your motivation letter for the position)

**9. SUPPLEMENTARY INFORMATION**

**What is your preferred reading medium? Please select**:

Ordinary print/digital format

**10. If you were shortlisted for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter or signer? Please specify.**

**11. Have you ever been convicted of a criminal offence? Please select:**

 Yes / No

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.**

**A.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number:……………………………………………………………………………………………….

e-mail:

What is your connection with this referee?...............................................................

May we approach this referee prior to interview?

**B.** Name:

Position: ……………………………………………………………………………….

Address:

Telephone number:……………………………………………………………………………………………….

e-mail:

What is your connection with this referee?...............................................................

May we approach this referee prior to interview?

**13. Reasonable accommodation for persons with disabilities**

The IDA secretariat will make reasonable accommodations needed for the incumbent to carry out their work, to be arranged in discussion with the incumbent.

IDA is an equal opportunity organisation that does not discriminate in its recruitment programme and, in order to have the strongest possible team, actively seeks a diverse applicant pool. Private data communicated during the application process or administration of the programme will be kept confidential.

**DECLARATION**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice.

**Signed Date**