**GLOBAL ACTION ON DISABILITY (GLAD) NETWORK**

**APPLICATION PACKAGE**

1. **JOB ADVERT**

**Position:** Manager of the [Global Action on Disability (GLAD) Network](https://gladnetwork.net/)Secretariat

**Description of the Organization:** The Global Action on Disability (GLAD) Network is a coordination body of bilateral and multilateral donors and agencies, the private sector and foundations working to enhance the inclusion of persons with disabilities in international development and humanitarian action.The Global Action on Disability (GLAD) Network[[1]](#footnote-1) was launched in London in December 2015, in recognition that to realise the promise of the Sustainable Development Goals (SDGs) to leave no one behind, and to further the principles reflected in the Convention on the Rights of Persons with Disabilities (CRPD), the donor community needs to work together to share expertise, coordinate actions, and raise the profile of disability across a broader range of organisations contributing to international development efforts.

Consistent with Article 32 of the CRPD, GLAD promotes international cooperation on disability-inclusive development and humanitarian action. Its goals are for its members to collectively:

1. Increase coordination of their disability-inclusive contributions
2. Learn from each other by sharing knowledge and resources
3. Amplify their common and united voice for maximum influence
4. Expand and diversify the community of partners contributing resources to disability-inclusive development and humanitarian action
5. Strengthen existing partnerships and disability inclusion within existing global development initiatives

The permanent co-chair of the GLAD Network is the [International Disability Alliance](http://www.internationaldisabilityalliance.org/) (IDA).[[2]](#footnote-2)  The rotating co-chair is currently the UK Department for International Development (DFID).  Together the GLAD co-chairs also assume the role of the GLAD Secretariat, which leads leading GLAD’s collective efforts to achieve its goals, in line with the GLAD Network Strategic Plan; representing the GLAD Network; and providing Secretariat support, to plan and conduct all Network and Steering Committee meetings, and capture and disseminate meeting outcomes.

GLAD’s unique composition of Network members has led to the success of a number of achievements over the past few years. These include: i) the adoption of the OECD-DAC marker on disability (the adoption of the OECD DAC marker would have not been possible through advocacy by civil society alone); ii) successful advocacy during the first-ever Global Disability Summit in July 2018. The GLAD Network utilised its collective advocacy at the Summit to amplify the voice of disability-inclusive development and humanitarian action; and iii) through its joint messaging and advocacy, attracting new stakeholders to disability inclusive development.

IDA, as the organisation hosting the GLAD Secretariat and permanent GLAD co-chair Secretariat, is seeking a **full time Manager of the Global Action on Disability (GLAD) Network Secretariat (henceforth known as the Manager)**. Location of position can be negotiated.

**Gross Monthly Salary:** Subject to location and experience[[3]](#footnote-3)

**Length of position:**  12 months with possibility for extension.

1. **WORKING ENVIRONMENT**

**Main Interfaces:**

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| Main Internal Interfaces   * Permanent co-chair of GLAD: International Disability Alliance (IDA) * IDA Executive Director * IDA Reporting Assistant, IDA Senior Advisers and Advocacy Officers * Rotating co-chair of GLAD Network * GLAD Steering Committee and Network members[[4]](#footnote-4) | Main External Interfaces   * International stakeholders who are not part of the GLAD Network * Press and media, including social media * Organizations of persons with disabilities (DPOs) with a focus on the Global South and developing countries. * External consultants, as needed. * GLAD Network observers and advisors. |

**Supervising:** The GLAD Secretariat Manager will supervise the GLAD Secretariat Assistant. The Assistant will support the Manager with the daily tasks of the GLAD Secretariat, including on the coordination of meetings of the GLAD Network, the Steering Committee, and of the working groups. The Assistant also facilitates the [GLAD online knowledge sharing platform](https://gladnetwork.net/). The Manager will be responsible for oversight of the Assistant’s work.

**Reporting to:** IDA Executive Director, as Permanent GLAD co-chair

1. **JOB DESCRIPTION**

Purpose of the Position:

It is crucial for the profile and credibility of the Network, at this stage of its development, to capitalise on the momentum generated through the GLAD Network to date and achieve tangible outcomes in the agreed priority areas. Therefore, IDA, as the organisation hosting the GLAD Secretariat and permanent GLAD co-chair, is seeking a Manager to of the GLAD Secretariat, who will provide strategic guidance, advice and recommendations to the GLAD co-chairs regarding the growth of the network in its achievement of its goals. The Manager will also represent network at important meetings when delegated by the GLAD co—chairs. The GLAD Secretariat Manager will play a key role in creating the preconditions for the Network and its members to grow.

Main Responsibilities:

The GLAD Secretariat Manager will be responsible for:

1. Strategic leadership support to the GLAD network

* Support the network cochairs in development of the strategic plan together with the steering committee and the network membership
* Oversee the implementation of the GLAD strategic plan
* Provide recommendations to the co-chairs of the network for further development of the network, including recommendations for new members, *new areas of work* as well as new advocacy objectives
* Increase the visibility of the network and its missions in the international arena, in order to attract a broader range of organisations and non-traditional donors and development agencies, in line with the strategic plan
* Represent the co-chairs at external events, if needed
* Allocate and recommend networking opportunities to the co-chairs for the growth of the GLAD, and take part in conferences or meetings if requested by the cochairs.

1. Strategic and substantive coordination support to the work of the GLAD network

* Manage and supervise the organization of the steering committee and network meetings, at least one of each per year.
* Manage collaboration with the host and cochairs as well as coordination of the preparatory committee.
* Ensure participation of organizations of persons with disabilities from the Global South in events, in accordance with the GLAD network principles in terms of reference
* Support the network cochairs in strategic oversight to the work of the thematic working groups, and will coordinate their out of session meetings as well as provide substantive support
* With support from the Assistant, ensure provision of coordination support to the focal points of the working groups as well as support the focal points and members of the working groups with substantive input and recommendations for the advocacy objectives
* Coordinate the implementation of any other activity of the GLAD Network in a strategic manner

1. Management of the GLAD Secretariat

* Supervise the GLAD Secretariat Assistant, who leads on the daily tasks of the GLAD Secretariat, on the coordination of meetings of the GLAD Network and of the Steering Committee, and who manages the GLAD online knowledge sharing platform.
* Conduct evaluations and regular appraisals with the Assistant, as required.
* Manage the resources of the GLAD Secretariat in a strategic and efficient manner, in close consultation with the GLAD co-chairs and adequate interlocutors at IDA
* Ensure timely and quality reporting on GLAD activities and management contractual requirements pertaining to GLAD activities, in close consultation with appropriate interlocutors at IDA
* Support the effective and strategic external communication on the GLAD network
* Contribute to IDA internal team meetings and dynamics

1. EMPLOYMENT SPECIFICATIONS

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

**Required Requirements**

* Master’s Degree in human rights, international development, disability studies, development studies or a subject directly relevant to the position
* At least 7 years of work experience, including 4 years of experience with the UN human rights system
* Experience in project management
* Sound knowledge human rights mechanisms and the UN system, and of the UN Convention on the Rights of Persons with Disabilities
* Sound knowledge of development agenda and stakeholders
* Excellent written and oral communication skills in English
* Strong sense of diplomacy and managing complex and multi-stakeholder communication, excellent inter-personal skills
* Ability to work collaboratively, to multi-task, to work under pressure and effectively manage time to respect multiple deadlines
* Highly proficient in spoken and written English (producing and editing letters, newsletters, media releases and website)
* Autonomy, adaptability, ability to work independently
* Knowledge of communication and information accessibility requirements
* Ability to work within a large, multi-cultural team in decentralized locations

**Desirable Requirements**

* Knowledge of UN structures and processes
* Previous experience in working in similar position
* Experience of team management
* Previous experience with development stakeholders
* Working knowledge of at least one other UN official language (Spanish, French, Arabic, Russian, Chinese) or International Sign
* Work experience with international organizations in a similar field
* Work and/or life experience in Global South countries

**Other considerations**

* Daily access to internet and a personal computer
* Willingness and ability to work occasionally at non-standard hours, including potentially daily communication with GLAD co-chairs, staff and Members in different time zones
* Willingness to undertake some travel
* Persons with disabilities are highly encouraged to apply

1. **Application Form**

* **Confidential**. All information given on the application will be treated in a confidential manner.
* **Please complete in type only.** Please send the completed application form **by e-mail by Sunday October 13 2019** to [recruitment@ida-secretariat.org](mailto:recruitment@ida-secretariat.org)
* Only completed application forms will be accepted. **In addition to this completed form, please attach a copy of your CV.** A confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* The test for shortlisted applicant will comprise the following:
* Editing test

**1. Forename(s) or given name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**May we use this**?

**E-mail:**

**2. Education**

**General education** (schools from age 16)

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| **Name and address  of school** | **From/to** | **Qualifications obtained  (level and grade)** |
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**Further/higher education**

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| **Name and address  of college/university** | **From/to** | **Full-/ part-time** | **Qualifications obtained** |
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**3. Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

**4. Membership of technical or professional bodies**

**5. Present and previous occupations**

**Please give details of your occupation(s) starting with the most recent. Please 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. **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**

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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 confident using.**

**8. Please explain how you meet the employment specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.** (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organisation)

**9. Supplementary information**

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

Ordinary print/digital format

**10. If you were short listed 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?**

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least 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?

**C.** Name:

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

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**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**

1. More information on the GLAD Network at <https://gladnetwork.net/> [↑](#footnote-ref-1)
2. The International Disability Alliance is an alliance of [eight global and six regional organisations of persons with disabilities](http://www.internationaldisabilityalliance.org/node/30). With [member organisations](http://www.internationaldisabilityalliance.org/node/30) globally, IDA represents the estimated one billion people worldwide with disabilities. This is the world’s largest and most frequently overlooked marginalised group. [↑](#footnote-ref-2)
3. **Applicants MUST be registered to work as a consultant in their country of origin. For employment in the United States or the European Union, applicants must have a valid work permit.** [↑](#footnote-ref-3)
4. GLAD Network members include bilateral and multilateral donors and organisations, the private sector, foundations and others contributing resources to enhance the inclusion of persons with disabilities in international development and humanitarian action. [↑](#footnote-ref-4)