**APPLICATION PACKAGE**

1. **Job Advertisement**

**Position:** Inclusive Humanitarian Action and DRR Advisor

The International Disability Alliance Is seeking an Inclusive Humanitarian Action and Disaster Risk Reduction (DRR) Advisor

**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, forging working relationships with partners to achieve common goals inclusive of persons with disabilities worldwide.

**Background**

IDA’s work to advance the rights of persons with disabilities through humanitarian action frameworks, processes and stakeholders is a dynamic area of our mandate that has developed significantly over the past 2 years. Significant milestones were achieved, such as references to persons with disabilities in the Sendai Framework for Disaster Risk Reduction, the UN Security Council Resolution on inclusion of persons with disabilities in all responses to armed conflict situations, or the collaborative development of Inter-Agency Standing Committee guidelines on inclusive humanitarian action. While political commitments still need to be sustained and broadened in line with the CRPD, this phase of our work opens up for new partnership opportunities to ensure the effective enforcement of commitments, with the active involvement of DPOs.

In this context, IDA seeks an Advisor on Inclusive Humanitarian Action and DRR to lead and build on this expanding area of IDA’s work.

1. **Working Environment**

**Key interlocutors**

Member States, IDA members and their members, IDA Secretariat team, Inter Agency Standing Committee and relevant UN agencies and in particular the Office for the Coordination of Humanitarian Affairs(OCHA), the Office of the High Commissioner for Human Rights (OHCHR), UNICEF, the UN High Commissioner for Refugees (UNHCR), humanitarian actors including the International Committee of the Red Cross (ICRC) and International Federation of Red Cross and Red Crescent Societies (IFRC), Humanity & Inclusion (HI), CBM.

**Responsibilities**

In all his/her endeavours, the Inclusive Humanitarian Action and DRR Advisor will ensure participatory approaches, attention to representation of the diversity of the disability movement and its constituencies.

1. Job Description

**Mission**

The Inclusive Humanitarian Action and DRR Advisor is responsible for leading and coordinating the implementation of IDA’s strategy to promote and support the effective enforcement of inclusive humanitarian action and disaster risk reduction. S/he ensures strategic leadership, coordination, provision of technical expertise and advice to optimize the impact of IDA’s work in this area. S/he coordinates related advocacy work in close collaboration with the Senior Advocacy Manager in Geneva and advocacy teams in NY. S/he supports the active engagement of organisations of persons with disabilities at global and regional levels, including capacity development support, in close collaboration with the Programme Unit.

Main Responsibilities

1. **Lead on and coordinate IDA advocacy work on humanitarian action and DRR**

* In collaboration with the IDA advocacy teams in Geneva and New York and Senior Management Team, define and coordinate the implementation of the strategy of IDA towards ensuring inclusive humanitarian and DRR frameworks, mechanisms and processes
* Support the Executive Director to develop and maintain collaborations with strategic stakeholders, such as OCHA, IASC Principals
* Co-chair the Inter-Agency Standing Committee (IASC) Task Team on Inclusion of Persons with Disabilities in Humanitarian Action (and its evolutions after the launch of the IASC Guidelines), which currently comprises over 140 members across governments, donors, humanitarian and development NGOs, DPOs, and 14 UN entities.
* In close collaboration with the NY advocacy team, facilitate the Stakeholder Group of Persons with Disabilities: Thematic Group on Disaster Risk Reduction to support the Group’s engagement in the Sendai Global and Regional Platforms, and links to other monitoring mechanisms.
* In close collaboration with IDA advocacy teams in NY and Geneva, ensure representation of IDA within relevant Member State and inter-agency coordination mechanisms, specifically the Group of Friends of the Charter, IASC, IASG-CRPD and UN PRPD working groups linked to humanitarian and DRR contexts and persons with disabilities.
* With the Programme Unit, actively contribute to the identification of partnership opportunities and development of multi-stakeholder initiatives to develop broad-based, cross-stakeholder coordination and coherent CRPD-compliant advocacy, approaches and actions, and promote the participation of DPOs in relevant meetings
* Ensure the timely documentation and reporting on his/her portfolio of work and support proposals and reports for institutional donors

1. **Provide technical expertise and coordinate technical assistance on inclusive humanitarian action and DRR**

* Provide CRPD-compliant analysis and recommendations to Member States, UN agencies and coordination mechanisms to strengthen inclusion of persons with disabilities in humanitarian and DRR policies, frameworks, agreements and resolutions
* Monitor and analyze frameworks, policies and reports from UN agencies, Member States and their coordination mechanisms to assess and address challenges and opportunities related to the inclusion of persons with disabilities, with particular consideration to the intersection of gender, age and disability
* Conceptualize, create and disseminate CRPD-compliant tools and resources for Member States, UN agencies and other relevant stakeholders to promote coherence across policies, programmes, monitoring and reporting mechanisms.
* Support the roll-out of the IASC Guidelines on inclusive humanitarian action, including through provision of technical guidance to mainstream humanitarian and DRR stakeholders towards the effective mainstreaming of the rights of persons with disabilities across their existing policies, tools and working practices.
* Coordinate and ensure quality of background papers, official positions, and submissions to key reports/ studies produced by IDA in the area of humanitarian action, DRR and climate change

1. **Support capacity development and engagement of IDA members and their members into humanitarian and DRR work**

* Develop and ensure regular coordination with IDA members, including at global and regional levels (e.g. in connection to Sendai monitoring); actively promote and support the participation of DPOs in relevant meetings, projects and events
* In close coordination with the Programme Unit, develop and implement relevant strategies for building the capacities of DPOs on CRPD Article 11, including through existing or new training and mentoring initiatives and strategies
* Develop related capacity development and information resources and materials to disseminate information and knowledge to a diversity of DPOs
* Upon request and in close coordination with IDA Programme Unit, provide ad hoc technical expertise to support to IDA members or their members’ advocacy work on issues of his/her portfolio

1. Employment Specifications

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

**Required**

* Advanced university degree (Master's degree or equivalent degree) in human rights, international development, disability studies or other related field
* At least 5 years of experience in areas relevant to the position, e.g. management of humanitarian action initiative, coordination of human rights advocacy, teaching or research in the field of humanitarian action and/or human rights, ideally combining experience at field level in humanitarian settings and at the international level
* Very good knowledge of the UNCRPD and of international humanitarian law
* Experience with OCHA, UNICEF, the IASC Secretariat, or other humanitarian actors and familiarity the United Nations and human rights mechanisms, stakeholders and institutions
* Demonstrated experience of training and capacity development, including the ability to convey complex content to diverse audiences, and to liaise human rights and humanitarian work
* Excellent organizational skills, including the ability to set priorities, manage time, plan work to meet deadlines and maintain excellent attention to detail and accuracy
* Strong sense of diplomacy, constructive and solution-focused attitude
* Written and oral communication in English (or International Sign)
* Ability to work as part of a team, independently and under pressure
* Some flexibility to work out of normal hours and to travel

**Desirable**

* Written and oral communication in at least one other UN language
* Lived experience of disability

1. Application Form

Inclusive Humanitarian Action and DRR Advisor

**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 an unedited writing sample in English related to human rights, CRPD, or social policy/legal issues **by e-mail** to the IDA Secretariat **by 2 September 2019** to the e-mail address: [recruitment@ida-secretariat.org](mailto:recruitment@ida-secretariat.org), indicating in the subject line: “**IDA Recruitment – Inclusive Humanitarian Action and DRR Advisor”**.

Only completed application forms will be accepted. **Along with this completed application, please also send a copy of your CV.** 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. Shortlisted candidates will also be required to undertake a written test which will determine selection for the interview phase.

**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**