**INTERNATIONAL DISABILITY ALLIANCE**

**Application Package**

1. **JOB ADVERT**

**Position:**  Human Rights Officer (New York)

**Description of the Organization:** The International Disability Alliance (IDA) is an alliance of eight global and six regional organisations of persons with disabilities. We advocate at the UN for a more inclusive global environment for persons with disabilities and their organisations. The Convention on the Rights of Persons with Disabilities (CRPD) is our touchstone. We are invested in ensuring that the 2030 Agenda and the Sustainable Development Goals are inclusive and in line with CRPD. We support organisations of persons with disabilities worldwide to take part in UN and international human rights processes, and use international accountability mechanisms. With member organisations globally, IDA represents the estimated one billion people worldwide with disabilities. This is the world’s largest and most frequently overlooked marginalised group.

**Background:** While significant progress has been made towards the inclusion of persons with disabilities in the international human rights and development frameworks, concerted advocacy efforts are still needed to ensure that these commitments translated into an enabling environment that mobilizes stakeholders, enhances participation of DPOs and strengthens political will and the capacity of governments to implement the 2030 Agenda in line and together with the UNCRPD. This requires constant attention to ensure that human rights mechanisms uphold the highest CRPD standards and facilitating interconnections and consistency of these mechanisms with normative development frameworks.

In this context, the International Disability Alliance (IDA) will continue to work to ensure increased internationally agreed diplomatic language within the Human Rights Council and General Assembly resolutions are compliant with the UNCRPD and CRPD Committee jurisprudence. This needs to be done in a way that enhances consistency and coordination between intergovernmental bodies, UN agencies and UN system in New York.

**Location:** New York

**Gross Monthly Salary:** Subject to location and experience

**Length of position:**  One year with possibility for extension

**Position Start Date:** 1 January 2019

**B. WORKING ENVIRONMENT**

**Mission**

This position is focused on processes and aims to provide strategic support to the Executive Director in creating, maintaining or securing the preconditions for increasing participation of persons with disabilities through existing human rights procedures, mechanisms and agendas under his/her portfolio and/or through engaging with relevant UN agencies. This includes promoting strategic agreements, space or adequate language to advance the rights of persons with disabilities.

Under the management of IDA’s Executive Director, the Human Rights Officer is responsible for supporting, coordinating, providing technical expertise and/or advising IDA advocacy work to promote the rights of persons with disabilities in the following areas of work:

1. The UN General Assembly and all related mechanisms and functional communities of ECOSOC;
2. Conference of State Parties to the CRPD;
3. UN systemwide reform, under management of the Executive Director;
4. Mainstreaming of the rights of persons with disabilities across UN agencies and the World Bank group; AND
5. Security Council resolution in particular on inclusion of persons with disabilities in humanitarian response, under management of the Executive Director
6. Providing ad-hoc technical assistance to IDA on thematic issues

**Key interlocutors**

Permanent Missions of Member States to the United Nations in New York, IDA members, their members, other DPOs as well as civil society representatives, IDA Secretariat team, the UN system, UN agencies, in particular UNDP, World Bank, UNDESA as the co-Secretariat of the UN CRPD*,* the Bureau of the Conference of State Parties to the CRPD and Bureaus of the ECOSOC functional commissions, in particular the Commission for Social Development.

**C. JOB DESCRIPTION**

**Responsibilities**

In all his/her endeavours, the Human Rights Officer 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.

1. **Provide human rights and advocacy expertise to influence GA resolutions and support the achievement of overall IDA strategic objectives**

* Engage in continued advocacy to propose, obtain, secure and/or reinforce relevant language in General Assembly resolutions, with particular focus on third committee and including the annual political declaration of the UNGA
* Liaise with IDA New York staff and CRPD Treaty Body Unit on thematic resolutions
* In coordination with OHCHR, New Zealand, Mexico, Sweden, Philippines and Tanzania, develop and implement a strategy to support the drafting and adoption of complementary resolutions between the GA and HRC
* Engage with concerned UN agencies on adequate processes (e.g. resolution on Children with Disabilities' rights with UNICEF, Conference on the Status of Women with UNWOMEN)
* Engage with Member States in continued advocacy to propose, obtain, secure and/or reinforce relevant language in resolutions with ECOSOC Commissions, primarily with the Commission on Social Development (CSocD)
* Coordinate with the Group of Friends to the CRPD in New York (consistently with the Group of Friends in Geneva), and develop, maintain relations and support dialogue with Member States’ Permanent Missions in New York
* Explore mechanisms for including language on the rights of persons with disabilities in the work of other GA committees beyond the second and the third

1. **Ensure strategic coordination to secure optimum participation of DPOs and outcomes from the Conference of State Parties to the CRPD**

* Engage with Member States, the COSP Bureau, UN DESA, the IASG and the Group of Friends to ensure an inclusive and participatory Conference in line with the standards set by the CRPD
* Facilitate the Civil Society Coordination Mechanism to strategize civil society engagement ahead of and during the Conference of State Parties to the CRPD
* Support the preparation of background papers, ensuring inputs from DPOs and securing space for DPO speakers
* Coordinate IDA and IDA member’s participation at COSP, including side-events participation and organization, bilateral meetings, media communications
* Ensure the smooth organization of the Civil Society CRPD Forum, and liaise with relevant stakeholders
* Ensure regular coordination with IDA’s Treaty Body Unit work and engagement with the CRPD Committee

1. **Provide technical assistance and coordinate IDA advocacy towards the ongoing UN reform processes**

* Under management of the IDA Executive Director, and in consultation with IDA Board, influence ongoing UN reform processes, in particular the development and implementation of systemwide action plan and accountability mechanism on inclusion of persons with disabilities in the UN system (SWAP)
* Support the IDA Executive Director in IDA coordination with UN agencies both in New York and Geneva in the process of development, testing and implementation of the SWAP, including through the follow-up of relevant sub-groups of the Inter-Agency Support Group (IASG) on the CRPD
* Support the IDA Executive Director to coordinate with IDA members and IDA members’ members at the national level during the testing phase of the SWAP
* Support the Executive Director in ensuring timely inputs from IDA to the UN Deputy Secretary General Office, in particular relating to the UN reform
* Under management of the IDA Executive Director, engage in advocacy and provide technical assistance to other UN reform processes

1. **Provide technical assistance and advocacy towards mainstreaming of the rights of persons with disabilities across UN agencies in New York and the World Bank group**

* Provide technical assistance to New York based UN agencies on mainstreaming the rights of persons with disabilities and evaluation of their work in this area, with particular focus on supporting and holding UNDP accountable
* Follow up on the implementation of the recommendations of the 2016 evaluation of UNDP mainstreaming of rights of persons with disabilities and implementation of new UNDP strategic plan
* Support the IDA Executive Director in establishing and enhancing relationships with the World Bank, in particular with the Global Disability Advisor
* Support the development of a strategic plan for IDA engagement with the World Bank group, consistent with IDA’s overall strategic framework and tailored to its capacities
* Liaise with IDA staff in development and implementation of activities (and potential projects) with the World Bank, in particular with the Program Manager and Executive Director

1. **Explore the feasibility of an IDA campaign towards the Security Council resolution on inclusion of persons with disabilities in humanitarian response**

* Under the management of the IDA Executive Director and in consultation with IDA board and members develop a strategy to campaign for inclusion of the rights persons with disabilities in the work of the Security Council which could result in a possible resolution of this body
* Liaise with IDA New York humanitarian affairs staff and ensure coordination with IDA’s engagement on Article 11, and mobilization of relevant stakeholders

1. **Providing ad-hoc assistance to IDA on thematic issues**

* Contribute to the disability rights bulletin, to the IDA website and any other communication tool to be developed by IDA
* Support the development of relevant indicators relating to his/her work, provide quality and timely inputs for donor reporting
* Contribute to IDA Secretariat team work and smooth internal communication

1. EMPLOYMENT SPECIFICATIONS

**Essential:**

* Master’s Degree in human rights, international development or a subject directly relevant to the position
* At least 4 years of experience with the UN human rights system, as human rights advocacy officer or a similar position
* Sound knowledge human rights mechanisms and the UN system
* Strong knowledge of the UNCRPD and relation to 2030 Agenda
* Excellent communication skills in English, including in written format
* 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
* Willingness and availability to travel frequently, in particular between New York and Geneva
* Previous experience of advocacy towards Member States and of engagement with diplomats at global or regional levels

**Desirable:**

* Ability to transfer complex UN human rights-related information and content to a variety of audiences
* Knowledge of at least one other UN language
* Lived experience of disability
* Prior experience of working with the World Bank or UNDP would be a bonus
* Willingness and ability to work occasionally at non-standard hours and to undertake regular travel.

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 19 October 2018, 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.
* Only short-listed applicants will be contacted.

**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**

Once completed, please return this form via email to [recruitment@ida-secretariat.org](mailto:recruitment@ida-secretariat.org) indicating in the subject line: **“Job Application: Senior Human Rights Advisor”**. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Closing date for receipt of applications: 19 October 2018. Any applications received after this date will not be considered.