APPLICATION PACKAGE

1. Job Advertisement

Position: Program Manager

IDA is seeking a full time Program Manager to be based in New York, Geneva or in exceptional circumstances elsewhere.

Persons with disabilities are strongly encouraged to apply.

Description of the Organisation:

The International Disability Alliance (IDA) is a network of eight global and five 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.

* Contract duration: One year (with the possibility of extension)
* Position Start Date: Between 01 October 2017 and 01 November 2017, depending on availability.
* Deadline for Application: 11 August 2017
* Salary: Subject to location and experience

Applications: CVs will not be accepted. Only completed and signed application forms will be taken into consideration. An unedited writing sample in English related to CRPD, human rights, SDGs, or Disability issues must also be submitted with the application form. The text should not exceed 2000 words; an extract of a text is acceptable.

Further information and application pack are available on the following page: <http://www.internationaldisabilityalliance.org/content/opportunities>

1. Working Environment

**Main Interfaces:**

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| --- | --- |
| Main Internal Interfaces IDA Executive Director  * IDA Operations and Finance Manager * IDA Senior Advisers and Human Rights Officers * IDA Executive Assistant and Reporting Assistant * IDA Board Members * IDA Program Committee | Main External Interfaces   * IDA Institutional Donors (SIDA, DFID, DFAT, OSF etc) * International Disability and Development Consortium * IDA Members Directors * UN Agencies, including United Nations Partnership to Promote the Rights of Persons with Disabilities (UNPRPD) * Disability Rights Fund (Monitoring & Evaluation Officer) |

Reports to: Executive Director

Staffs under supervision: The Program Manager will be supported by IDA Executive Assistant and Reporting Assistant for all reporting, project writing and communication tasks. The Program Manager will not be directly supervising IDA staff.

1. Job Description

Purpose of the Position: The Program Manager will be responsible for supporting the IDA Executive Director with developing, communicating and monitoring IDA’s strategy. The Program Manager will also support the IDA Executive Director in fundraising and coordinating with IDA’s strategic partners. The Program Manager will supervise the IDA-DFID project and will lead IDA’s engagement towards the work of UN Agencies, in particular the United Nations Partnership to Promote the Rights of Persons with Disabilities (UNPRPD).

Main Tasks

The Program Manager will undertake the following duties and tasks:

1. **Programming, Monitoring and Evaluation**

*In supporting to the Executive director (ED) and Operations and Finance Manager (OFM)*

1. Pluri-annual strategies

* Facilitate the process of review and development of IDA’s overall strategy
* Technically lead the process of multi-annual core external evaluation
* Prepare the overall Annual work plan, with support from IDA Senior Advisors and Human Rights Officers

1. Institutional communication (with support from the IDA Reporting Assistant and Executive Assistant)

* Prepare the IDA Annual reports
* Develop material illustrating IDA’s portfolio of activities
* Ensure consistency of communication between website, information provided to donors and advocacy related messaging
* Communicating and implementing IDA’s strategy internally and externally so that all relevant parties understand how IDA’s strategic plan translates into its overall goals of advancing the rights of persons with disabilities.

1. Fundraising:

* In close coordination with ED and OFM, support communication with potential donors if needed and as appropriate
* Prepare exploratory concept notes
* Coordinate IDA-IDDC financial commitments taking into consideration all activities concerned by this collaboration.

*By delegation of the ED and in close collaboration with the OPM and the Operations and Finance Unit (OPFM):*

1. Project proposal writing

* Preparing entire core project proposals, in collaboration with relevant staff
* Support Senior Advisers in development of concept note and proposal, when relevant

1. Monitoring, reporting and evaluation

* Oversight of the IDA overall monitoring and reporting to donors and the IDA Board and securing the overall consistency
* Support the IDA Operations and Finance Unit in monitoring activities, measuring and analyzing indicators and tracking deliverables
* Official liaison with donors for monitoring, reporting and evaluation.
* Finalization of the reports to donors as per their donor requirements, in line with IDA’s theory of change and in line with the IDA narrative and story-telling.

1. **Managing IDA-DFID Project and coordinating IDA program committee**

* Supervising overall implementation of the program
* Focal point with OPM for Disability Rights Fund’s Monitoring and learning officer
* Ensuring overall satisfactory balance in achievement of IDA-DFID Project results and outcomes, including flagship reports, No-one Left Behind Grants (NOLB), micro-grants, national accountability and [IDA Capacity Building (BRIDGE) training](http://www.internationaldisabilityalliance.org/content/bridge-capacity-building) components in coordination with relevant staff and taking into consideration the diverse capacity of IDA members
* Managing and supporting the IDA Program Committee and facilitate creation of linkages between IDA members and IDDC members, DRF and the other potential partners.
* Managing the flagships on women and girls with disabilities, on education and on regional monitoring in coordination with the Program committee task teams and relevant staff
* Support IDA members in management of no-one left behind (NOLB) grants on demand.
* Based on the lesson learned of the IDA-DFID Project, support the OPFM Unit in strengthening the IDA project management services for weakest IDA members

1. **Technical support**

* Supporting IDA team when necessary and invited to do so by different Secretariat staff members
* In cooperation with OPM when necessary and invited to do so by IDA members, support development of strategic planning, organizational capacity development, and project proposal writing.
* Translating the IDA strategies into actionable plans and projects. This can be done through connecting IDA Members and IDA activities with the network of individuals in position to deliver or to support substantive deliverables of IDA work.
* Managing smaller ad-hoc projects in line with IDA overall strategy and theory of change

1. **Advocacy**
2. UNPRPD.

*By delegation of the ED, ensure:*

* Representation of IDA in the UNPRPD management committee
* Contribution of assessment of UNPRPD proposals
* Focus on ensuring adequate participation of DPOs in UNPRDP country programs in cooperation with the IDA team and UN agencies.

1. Technical advocacy

* In coordination with all senior IDA staff, and pending time availability, provide technical advocacy towards WHO, ILO, UNDP, UN Women, UNICEF, Washington group and other data related issues, Financing for development process, World Bank in coordination with and/or on demand by relevant IDA staff and IDA members.

1. Public relations

* By ad hoc delegation of the ED, representing IDA in any public or closed meetings.

1. **Knowledge Management and SOURCE**

* Define IDA strategy on knowledge management with the assistance of IDA Reporting Assistant and Executive Assistant and in particular their work on IDA Website, IDA Library and the GLAD platform
* Coordinating on the SOURCE platform project with Handicap International and Sightsavers and managing IDA contribution to it.
* Time permitting, developing research / academic productions and publications through partnerships with Institutions / universities, consultants, peers. Conducting publication and dissemination of such materials.

1. Employment Specifications

**SKILLS & QUALIFICATIONS**

1. **Essential Requirements**

* Master Degree or Equivalent in International development, Human Rights, Law, Political Sciences, International relations, Disability studies or similar
* At least 5 years’ experience in similar positions
* Strong knowledge and professional or academic experience on CRPD advocacy and promotion of the human rights of persons with disabilities
* Strong experience in designing strategies and project proposals in the Human Rights Field
* Comprehensive knowledge of UN system, international human rights mechanisms, in particular UN treaty bodies processes and jurisprudence
* Comprehensive knowledge of SDGs, Agenda 2030 and UN mechanisms related.
* Comprehensive knowledge and experience in working with international human rights organizations
* Experience in developing strategic partnerships, animating and developing networks and alliances
* Excellent command of oral and written English and/or International Sign
* Working knowledge of at least one other UN language (French, Spanish, Arabic, Russian, Chinese)
* Leadership skills and team orientated
* A strong sense of diplomacy, sociability and interpersonal communication
* Ability to manage a complex workload and to plan and prioritise
* Ability to work collaboratively, to multi-task, to work under pressure and effectively manage time to respect multiple deadlines

1. **Desirable Requirements**

* Lived experience of disability
* Work and/or life experience in Global South countries
* Willingness and ability to work occasionally at non-standard hours

1. Application Form

**IDA Program Manager**

**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 11 August 2017** to the e-mail address: [program-manager@ida-secretariat.org](mailto:cso@ida-secretariat.org)

Only completed application forms will be accepted. **Do not send 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.

|  |  |  |
| --- | --- | --- |
| **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**

Once completed, please return this form together with an unedited writing sample in English related to human rights, CRPD, or policy/legal issues via email to the IDA Secretariat ([program-manager@ida-secretariat.org](mailto:cso@ida-secretariat.org)) indicating in the subject line: “**IDA Recruitment – Program Manager”**:

Closing date for receipt of applications: 11 August 2017. Any applications received after this date will not be considered.