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Application Package

Programme Coordination Officer

1. Job Advertisement

Position:

IDA is seeking a **Programme Coordination Officer**

* Start Date: as soon as possible, to be discussed depending on availability
* Location: preferably Lyon, France or Geneva, Switzerland
* Contract duration: One year (with the possibility of extension)
* Salary: Subject to location and experience
* Employment: full time

Mission

The Programme Coordination Officer will support the Programme Director in planning, coordinating and ensuring quality implementation of the diverse and ambitious portfolio covered by the Programme Unit. S/he will manage specific projects (e.g. event coordination, development of project proposals, follow-up of selected partnerships) and will provide coordination support to enable the smooth and effective delivery of the IDA Strategic Framework including the launch and implementation of innovative projects. The position requires initiative, adaptability, experience in the disability sector and in promoting a rights-based approach to development, commitments to working inclusively and in partnerships, and strong coordination and organisational skills.

Background

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.

The Programme Unit of IDA plays a key role in overseeing strategic developments of IDA and guiding the successful implementation of the IDA Strategic Framework 2020-2023. It leads on and ensures (1) strategic programming, fundraising and support to developing the collective response capacity of IDA and IDA members; (2) strategic partnerships for inclusive development, including coordination of IDA engagement in inclusive development and humanitarian action projects such as with IDDC members; (3) knowledge management in support to IDA’s advocacy mandate, including data collection and analysis, monitoring, evaluation, reporting, evaluation, research partnerships (e.g. IDA Global Survey). It acts as a cross-cutting unit coordinating and supporting other IDA units and IDA members in delivering on our collective mandate and identifies new working areas and partnerships in line with IDA’s mandate.

In a context of significant growth of IDA, the scope and volume of work, including the number and diversity of grants, partnerships of the IDA Secretariat with IDA members and with external partners has significantly increased. IDA is therefore reinforcing its team to ensure efficient and strategic management of programmatic work to advance the rights of persons with disabilities.

1. Working Environment

Reports to: Programme Director

Staffs under supervision: No direct supervision

**Main Interfaces:**

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| --- | --- |
| Main Internal Interfaces   * Programme Unit team * Operations and Finance Unit * Capacity Building Unit * Advocacy Units * IDA Program Committee and Task Teams as relevant * IDA members | Main External Interfaces   * Institutional donors * International Disability and Development Consortium (IDDC) and IDDC member organisations, other development and humanitarian partners * UN Agencies and academic partners, as relevant |

1. Job Description

Main responsibilities:

The Programme Coordination Officer will oversee the following responsibilities:

1. **Support the development, strategic planning and implementation of IDA programmatic work**

* Support (or lead on, depending on project type and scope) the development and writing of project applications to donors, prepare concept notes and proposal applications;
* Support the overall planning of activities across the IDA Secretariat, in collaboration with activity leads/ senior managers;
* Ensure adequate tracking of deliverables, adjustments of planning and review of forecast, and contribute to quality and timely reporting to donors in coordination with the M&E colleagues;
* Contribute to good team coordination and synergies across units; where relevant, develop tools enabling smooth coordination of programmatic work and information sharing;
* Develop and maintain good operational relations with external partners, support the identification of partnership and collaboration opportunities;
* Support the Programme Director in the review, adjustment, internal and external communication related to the IDA Strategic Framework.

1. **Contribute to the effective coordination of programmatic work with IDA members**

* Coordinate with IDA members to stay abreast of their priorities and inputs, and ensure the relevance of IDA applications to members’ priorities and to IDA strategic framework;
* Support the overall planning and as needed liaise with M&E colleagues for the follow-up of projects and activities implemented by IDA members under partnerships with IDA;
* Contribute to the provision of technical and operational guidance to projects involving IDA members in close coordination with IDA’s Programme Unit, Capacity Building Unit and Operational and Finance Unit;
* Develop and maintain regular bilateral relations and exchange with IDA members and support the Programme Director in nurturing partnership relations with clear strategic objectives;
* Provide technical guidance and support upon request to the development of project applications by IDA members; develop a range of options and tools made available to members;
* Support the preparation of IDA Programme Committee meetings, participatory facilitation and timely compilation of reports;
* Manage communication related to consultations, calls for nomination and activities requiring collaborative contributions and contribute to external communication.

1. **Manage specific or time-bound projects or activities to advance the rights of persons with disabilities with international cooperation actors**

* Upon request, lead on the organization of specific events or activities, such as thematic workshops, webinars, consultations, production of technical reports: coordinate events/ activities’ resources, mobilize relevant contributors and ensure adequate information sharing, communication and reporting
* Draft IDA contributions or review project related documents, such as reports, policy documents, advocacy papers, terms of reference to ensure rights-based, CRPD-compliant approaches to development
* Provide technical and organisational support to the launch and implementation of new initiatives within IDA, such as a technical assistance platform, pool-fund or thematic projects (accessibility, assistive technologies, humanitarian action, etc.);
* Support the Programme Director on any other task or responsibility upon request.

1. Employment Specifications

**SKILLS & QUALIFICATIONS**

1. **Essential Requirements**

* Master’s degree or Equivalent in International Development, Human Rights, Law, Political Sciences, International relations, Disability studies or similar
* At least 4 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 Programme Coordination Officer**

**Confidentiality**

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 Friday June 12, 2020 to the IDA Secretariat, [recruitment@ida-secretariat.org](mailto:glad-recruitment@ida-secretariat.org) indicating in the subject line: “Job Application: Programme Coordination Officer”. Applications received after this date will not be considered.

Only completed application forms will be accepted. In addition to this completed form, please attach a copy of your CV, an unedited writing sample in English related to human rights, CRPD, or social policy/legal issues and your expected gross annual salary. The writing example should not exceed 2000 words; an extract of a text is acceptable. A confirmation of receipt will be sent to you via email. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Persons with disabilities are strongly encouraged to apply.

**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**