**Senior Advocacy Manager**

**Job Description**

1. **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.

Engagement with the human rights system and human rights monitoring has been at the core of IDA’s since its inception. IDA’s impact and recognition has been built over the years on the quality of its inputs and constructive strategies to advance the rights of persons with disabilities. While IDA’s work has expanded to also embrace innovative projects and capacity development initiatives to further shape in development and humanitarian action, setting and defending the highest human rights standards for all persons with disabilities is what underpins the whole of our work. Therefore, IDA seeks a Senior Advocacy Manager to lead and reshape this critical work with a team in Geneva.

**B. JOB ADVERT**

**Mission**

The Senior Advocacy Manager is responsible for IDA’s strategy to uphold the highest CRPD standards across all human rights mechanisms and institutions in Geneva.

S/he ensures strategic leadership, coordination, provision of technical expertise and advice to optimize the impact of IDA’s advocacy work in Geneva. S/he is responsible for initiating and/or negotiating strategic agreements, space or adequate language to advance and defend the best possible standards on the rights of persons with disabilities across human rights mechanisms and institutions in Geneva. S/he coordinates the mainstreaming of the rights of persons with disabilities across the work of the UN system including the main UN agencies based in Geneva. S/he also contributes and ensures the transatlantic coordination of advocacy between Geneva and New York.

The post is one of the key positions within IDA, with direct responsibility for ensuring the high quality of IDA’s legal work and presence as a unique global network representing the voices of persons with disabilities. The position will preferably be based in Geneva but other locations with frequent travel to Geneva will be considered.

The position will report to the Executive Director of IDA.

**Key interlocutors**

Human Rights Council, Member States, Special procedures mandates, IDA members and their members, IDA Secretariat team, UN agencies and in particular OHCHR, WHO and ILO, UN Treaty Body experts.

**C. JOB DESCRIPTION**

**Responsibilities**

In all his/her endeavours, the Senior Advocacy Manager will ensure participatory approaches, attention to representation of the diversity of the disability movement and its constituencies.

1. **Provide strategic leadership and coordination of IDA advocacy work and team in Geneva**
* Define the strategy of IDA towards human rights mechanisms and institutions in Geneva, including provision of legal expertise, strategies for upholding the highest CRPD standards and development of DPOs’ capacities to engage with human rights mechanisms in Geneva
* In close collaboration with the Senior Management Team of IDA, develop a related plan of action and secure required profiles and resources
* Manage a team of human rights advisors, officers and/or assistant to ensure the efficient roll-out of the strategy
* With the Senior Management Team, contribute to the oversight, implementation and monitoring of IDA’s strategic framework, ensuring smooth coordination and articulation of IDA’s human rights work in Geneva with other areas of IDA’s work
* Develop (and as needed manage) projects and relevant partnerships including with research institutions as relevant to the development and enforcement of the above-mentioned strategy
* Upon request, and under the direct supervision of the Executive Director provide advice, training and/ or technical assistance to external stakeholders to further catalyse IDA’s work on human rights related matters
* Contribute to and ensure the coordination of advocacy between New York and Geneva with corresponding Human Rights Officer in New York
1. **Provide legal expertise and ensure senior representation of IDA with human rights interlocutors in Geneva**
* Lead the work of IDA towards the Human Rights Council, negotiate and coordinate the participation of persons with disabilities in HRC work
* Develop and maintain strategic relationships and regular dialogue with Member States and other key interlocutors for promotion of the rights of persons with disabilities
* Ensure representation of IDA and provision of legal advice at expert meetings and conferences, engaging directly on highly exposed events and politically sensitive issues
* Coordinate and support the development of background papers, official positions, and submissions to key reports/ studies produced by IDA
* Ensure adequate support to IDA members and their members to engage with human rights monitoring mechanisms
* Follow-up and develop collaboration as relevant with the Group of Friends to the CRPD in Geneva
* Develop and maintain strategic collaborations with strategic stakeholders, such OHCHR, the Special Rapporteur on the Rights of Persons with Disabilities and other Special procedures mandate holders, CRPD Committee and other Treaty Body experts
* Coordinates IDA work in support and advocacy towards mainstreaming of the rights of persons with disabilities across the UN system, especially within the relevant agencies such as OHCHR, WHO, ILO.
* Supports and ensure the accountability in the implementation of the upcoming UN systemwide action plan with the relevant agencies in Geneva.
1. **Support the work of IDA to mainstream CRPD standards into the entire work of IDA, including in development and humanitarian action**
* Provide strategic advice to the IDA Executive Director and other team members to promote, include and support the enforcement of CRPD standards and jurisprudence across the work of IDA
* Ensure regular coordination and communication with IDA Programme Unit and IDA advocacy in NY
* 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, in relation to issues such as mental health, the right to life
* Provide technical assistance and support IDA’s Programme Unit work
* Perform other duties as required by the Executive Director
1. EMPLOYMENT SPECIFICATIONS

**Required**

* Advanced university degree (Master's degree or equivalent degree) in human rights law, or first-level university degree in political science, international relations, disability studies or other related field, completed by qualifying work experience in human rights law
* At least 10 years of experience in progressively responsible position at the national and international levels in the field of human rights, with development and/or humanitarian experience
* Comprehensive knowledge of and exposure to a range of human rights issues, including: approaches and techniques to address sensitive and complex issues; very good knowledge of institutional mandates, policies and guidelines related to human rights including the human rights mechanisms and treaties;
* Good understanding of macro-politics and positioning of high-level stakeholders (e.g. Member States, UN agencies) on the rights of persons with disabilities
* Prior experience of direct engagement with the Human Rights Council
* Ability to navigate 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 policy/ development 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
* Prior experience of team management in multicultural environments, leadership and ability to empower others to translate vision into results
* Excellent negotiating skills, diplomacy
* Excellent command of English
* Ability to work as part of a team, independently and under pressure
* Some flexibility to work out of normal hours and to travel

**Desirable**

* Knowledge of at least one other UN language desirable
* Lived experience of disability
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 Monday, February 4, 2019, to** **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 indicating in the subject line: **“Job Application: Senior Advocacy Manager”**. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Closing date for receipt of applications: Monday, February 4, 2019. Any applications received after this date will not be considered.