APPLICATION PACKAGE

1. Job Advertisement

Position: Senior Human Rights Adviser

Deadline for Application: 20 February 2017

IDA is seeking a full time Senior Human Rights Adviser who will be based in the Geneva office. 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)

Salary: 6000 CHF gross + 13 month + health insurance.

Position Start Date: Between 01 March 2017 and 01 May 2017 depending on availability.

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, or policy/legal issues (of no longer than 2000 words- extract of a text is acceptable) must also be submitted with the application form.

Further information and application pack are available from the IDA website: [www.internationaldisabilityalliance.org](http://www.internationaldisabilityalliance.org)

and on the following page: <http://www.internationaldisabilityalliance.org/content/opportunities>

1. Working Environment

**Main Interfaces:**

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| Main Internal InterfacesIDA Secretariat Staff* IDA Board
* IDA Members
* IDA DFID program committee
 | Main External Interfaces* Organisations of persons with disabilities (DPOs)
* UN treaty body experts, in particular the CRPD Committee and secretariat
* NHRIs, international and national human rights and development non-governmental organisations
* UN agencies
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Reports to: Executive Director

Staffs under line management / supervisions: Line Management of the Human Rights Officer- Treaty Bodies and supervisions of a pool of consultants providing technical assistance to DPOS. Interns will be also supervised by the Senior Human Rights Adviser during the CRPD Committee sessions.

1. Job Description

Purpose of the Position: The Senior Human Rights Adviser will lead the work of IDA in relation with the UN treaty bodies in order to mainstream CRPD standards and facilitate the participation of DPOs in the work of the UN treaty bodies, in particular the CRPD Committee. The post also requires working closely with international human rights organisations to engage in joint strategies to promote substantive and procedural coherence across the treaty body system.

In carrying out their duties, the Senior Human Rights Adviser will be required to take into account information and communication accessibility requirements according to the diverse needs of persons with disabilities.

Main Tasks:

The Senior Human Rights Adviser will undertake the following duties and tasks:

1. Lead IDA advocacy towards UN treaty bodies
* Identify strategic entry points for advocacy initiatives around the development of international human rights law on the rights of persons with disabilities and in consultation with the IDA board and Executive Director, set priorities, plan and execute advocacy strategies with UN human rights bodies;
* Engage with treaty body members, UN staff, and other stakeholders to advocate for the inclusion of the rights of persons with disabilities within initiatives at the international level- including providing bilateral and collective briefings, arranging meetings with representatives of organisations of persons with disabilities;
* Promote collaboration on the rights of persons with disabilities and related issues through outreach and relationship-building with DPOs and NGOs in order to create greater awareness and stimulate positive collective action;
* Build and foster contacts with key stakeholders including treaty body members, other UN and Geneva based actors, NGOs, NHRIs, independent monitoring frameworks, intergovernmental and regional human rights mechanisms, etc;
1. Technical assistance and capacity building of DPOs
* Conduct and coordinate training, webinars and technical assistance, including remotely, on CRPD and human rights and engaging in processes of human rights monitoring bodies, including individual communications and inquiry procedures;
* Provide guidance and assistance with the drafting of submissions to the human rights monitoring bodies to organisations of persons with disabilities and NGOs including parallel reports, thematic submissions, individual communications and requests for inquiry procedures;
* Ensure support to DPOs and NGOs engaging in treaty body sessions in Geneva, including preparation for briefings, arranging meetings with experts and Geneva based actors, discussion on following up to treaty body sessions;
1. Treaty Bodies and CRPD Committee Sessions
* Conduct and coordinate research and the drafting of legal submissions to treaty bodies with respect to State Party reviews, General Comments/Recommendations, days of general discussion, and other documents on substance and procedure as needed;
* Ensure the collection and dissemination of information, summaries about treaty body sessions, developments and opportunities to participate, including updating IDA’s website, and making use of social media (Facebook, Twitter);
* Monitor and engage in the treaty body strengthening process together with NGO coalitions;
* Disseminate information on CRPD Committee elections and prepare guidance to DPOs on the nominations and elections procedures, including information on candidates, promoting diversity, regional representation, gender parity, inclusion of experts with disabilities and the independence and impartiality of prospective members;
1. Litigation
* Monitor treaty body individual communications and prepare summaries of decisions related to the rights of persons with disabilities
* Provide advice to organisations of persons with disabilities on submitting complaints to human rights mechanisms, including to treaty bodies and regional human rights mechanisms
* In strategic cases, lead in the drafting of amicus curiae briefs with IDA members and others to regional and global human rights mechanisms on the rights of persons with disabilities
1. Other
* Represent IDA in research and academic networks
1. Employment Specifications
2. **SKILLS & QUALIFICATIONS**
3. **Essential Requirements**
* University degree in human rights, law, international relations or similar
* At least 5 years experience in CRPD advocacy and promotion of the human rights of persons with disabilities
* Experience designing and/or implementing strategies to strengthen human rights norm development
* Comprehensive knowledge of the CRPD
* Comprehensive knowledge of international human rights mechanisms, in particular UN treaty bodies processes and jurisprudence
* Significant experience working with international human rights mechanisms through submission of written contributions and on-site briefings
* Experience in devising and conducting training workshops
* Excellent research, writing, editing, face-to-face advocacy and interpersonal skills
* 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 take initiative and work with minimum supervision
* Self-motivated, strong work ethic and attention to detail
* 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
* Legal advocacy and writing skills
* Willingness and ability to work occasionally at non-standard hours

**Application Form for the Post:**

**IDA Human Rights Senior Adviser**

**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 20 February 2017** to the e-mail address: shra@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. 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. **TRAINING AND DEVELOPMENT**

Please give details of any training courses attended that are of direct relevance to your application.

1. **MEMBERSHIP TO TECHNICAL OR PROFESSIONAL BODIES**
2. **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 (shra@ida-secretariat.org) indicating in the subject line: “**IDA Recruitment- Senior Human Rights Adviser”**:

Closing date for receipt of applications: 20 February 2017. Any applications received after this date will not be considered.