

Application Package

GDS Secretariat Administrative Assistant

A. Job Advertisement

Position

IDA is seeking a GDS Secretariat Administrative Assistant to support the work of GDS Secretariat.

- ◆ **Position Start Date:** asap.
- ◆ **Gross Monthly Salary:** depending on location.
- ◆ **Contract duration:** 18 months.

Mission

The GDS Secretariat, the hub of the organizational and planning aspects of the GDS cycle, is looking for an Administrative Assistant to carry out its activities. The Assistant will be responsible for scheduling meetings, ensuring proper recording and filing of documents, note-taking, uploading content on the GDS Website, and any other relevant administrative task. They will also broadly support the coordination of the logistical activities of all GDS events, ensuring stakeholders have access to the GDS Platform for commitment submission, including the team of technical experts reviewing the content of commitments, maintaining, and updating mailing lists, setting up the GDS Newsletter.

The organization

The International Disability Alliance is the permanent co-host of the Global Disability Summit. IDA brings together over 1,100 organizations of persons with disabilities and their families from across eight global and six regional networks. IDA has the mandate to [promote the rights of persons with disabilities](#) across the United Nations' efforts to advance human rights and sustainable development. IDA also [supports organizations of persons with disabilities](#) to hold their governments to account and advocate for change locally, nationally, and internationally. With [member organizations](#) around the world, IDA represents the estimated one billion people worldwide living with disabilities. This is the world's largest – and most frequently overlooked – marginalized group. IDA, with its unique composition as a network of the foremost international disability rights organizations, is the most authoritative representation of persons with disabilities on the global level and acknowledged as such by the United Nations system both in New York and Geneva. More information is available on www.internationaldisabilityalliance.org

B. Job Description

- Schedule meetings / support meeting coordination,
- Take meeting minutes, circulate them and follow-up on action points from discussions,
- Develop and maintain a filing system.
- Maintain mailing lists updated, circulate contacts as needed,
- Support in-person meetings of the co-hosts:
 - Organize and circulate all background documents,

www.internationaldisabilityalliance.org

- Keep co-hosts informed on meeting venue, how and when to arrive,
- Ensure room is properly set-up, functioning of electronic equipment, etc.
- Maintain GDS mailbox organized with support from Manager and Comms Officer,
- Support with uploading of material on GDS Website and general Website maintenance,
- Closer to GDS – support IDA logistics team with travelling arrangements of IDA Secretariat, GDS Secretariat,
- Create and circulate GDS Newsletter with support from Comms Officer, is responsible for circulating it.

C. Skills and Requirements

1. Essential Requirements

- C2 English level: excellent verbal and written communication skills.
- **Based in time zone compatible with North America (morning) and Central Europe (morning and afternoon) or capable of managing own time to be available during those working hours.**
- Able to obtain a visa to travel to Europe.
- Proven experience with admin tasks.
- Proficiency in MS Office (MS Excel specifically).
- Other software skills highly desirable: MailChimp or similar; any calendar/work management and work planning software, MS Teams in general.
- Excellent time management skills and the ability to prioritize work.
- Able to process information, follow instructions and complete tasks with autonomy.
- Strong organizational skills with the ability to multi-task.

2. Other

- **Understanding and awareness of IDA safeguarding policies.** IDA works in multi-cultural environments and with persons with disabilities, who experience higher rates of discrimination, violence and abuse. Therefore we expect any staff, consultant or collaborator to understand and fully comply with IDA's Safeguarding policy and IDA's Code of Conduct (available here: <https://www.internationaldisabilityalliance.org/reporting-fraud-abuse>). IDA will not tolerate any form of abuse, violence, fraud, corruption, or any breach of IDA policies.

D. Application

- **All information given on the application will be treated in a confidential manner.**
- **IDA may save your application and reserves the rights to contact you for future opportunities. The organisation will keep your information during 18 months after the recruitment process; after that time period, your information will be deleted. If you prefer IDA to delete your application once the recruitment process is over, please mention it clearly in your email.**

- **Persons with disabilities are strongly encouraged to apply.**

How to apply:

- **Please send your CV and a cover letter by email to recruitment@ida-secretariat.org, indicating in the subject line: “Job Application: GDS Admin Assistant”, before the 22nd of April 2024, 5 pm CET.**
- Please share **your expected gross annual salary** in your email.

Please ensure you respect the following:

- Only **CV and cover letter** will be accepted.
- Please remember to take the time zone into consideration when submitting your application. **Any applications received after the closing date will not be considered.**

Application process:

- After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
- **Please be advised that only shortlisted applicants will be informed** about the next steps of selection process.
- Please note that a selection process may last several months. No information will be released during this period.