

Application Package

GDS Secretariat Senior Communications Officer

A. Job Advertisement

Position

IDA is seeking a GDS Secretariat Senior Communications Officer to support the work of the GDS.

- ◆ **Position Start Date:** asap
- ◆ **Location:** n/a
- ◆ **Gross Monthly Salary:** depending on location
- ◆ **Contract duration:** 18 months

Mission

The GDS Secretariat, the hub of all organizational and planning aspects of the GDS cycle, is looking for an experienced communication officer.

The Senior Officer for Communications will be responsible for the co-ordination of the Communications Working Group and for coordinating communication activities that fall under the responsibility of the GDS-secretariat, such as relevant strategies for social media engagement, press engagement, publicizing all GDS-related events, and ensuring their communications strategies are aligned to the main GDS2025 campaign. They will be responsible for the generation of visually compelling pieces of information, storytelling on GDS-related data, and engaging the public in different GDS events. They will also work on the identification of partners for publicizing GDS, creating content for the GDS website and GDS “X” account, creating content for the GDS Newsletter, and producing any other communications materials required by the co-hosts.”

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.

www.internationaldisabilityalliance.org

More information is available on www.internationaldisabilityalliance.org

2. About the Global Disability Summit

The Global Disability Summit (GDS) is a unique global mechanism that aims to galvanize global efforts to address disability inclusion. This four-year cycle of advocacy and events offers a concrete platform for collecting new, ambitious, and widespread commitments critical to achieving real change for persons with disabilities. GDS aims to bridge the gap between two arenas that are still separate: disability inclusion and development cooperation. While each GDS cycle builds to one major global summit event held every three years, GDS is so much more. It is a mechanism that entails continuous advocacy with global disability development stakeholders and mobilization of the disability rights movement and its allies. Importantly, it is a partnership between member states and Organizations of Persons with Disabilities (OPDs), embodied in the way that co-hosting arrangements are made.

GDS2025 is the third cycle of summits and is being co-hosted by the International Disability Alliance (IDA) and the Governments of Germany and Jordan. To be held in Berlin, Germany in April 2025, this GDS will build upon the achievements of the two previous summits (GDS2018 and GDS2022). The primary objective of this summit cycle is to build and expand the momentum of the previous two GDS cycles by **amplifying its impact toward advancing the rights and inclusion of all persons with disabilities through international cooperation**. To do this, the co-hosts have developed several key messages to underpin the process, from planning to implementation to follow-up and monitoring:

- B. “Nothing About Us, Without Us.”
- C. Focus on implementation.
- D. Focus on rights.
- E. National ownership.
- F. Disability inclusive development
- G. Bridging the gap of the haves and have-nots.
- H. Focus on data and evidence.

I. Job Description

1. Developing and implementing a communications strategy for the GDS co-hosts:
 - a. Media engagement (identifying media to engage, define a strategy for engagement, identifies partners for interviews, visibility of GDS),
 - b. Development of key messages (internally among co-hosts, externally for alignment of messages across all GDS related events),
 - c. Development of social media strategy and social media engagement (updates GDS social media, builds and grows GDS outreach on social media),
 - d. Coordination with all three co-hosts via the GDS Working Group on comms for joint storytelling on GDS.

2. Providing overall comms coverage:
 - Comms coverage for any internal or external events related to GDS,
 - Comms strategic engagement during events where GDS is being promoted (COSP, Summit for the future, Zero Conferences, etc.),
 - Content for the GDS Website and for IDA Website if related to GDS,
 - Promotion of any GDS report, knowledge products related to GDS,
3. Creating graphic materials for internal and external use (power points, brochures, infographics),
4. Working with the partnership officer to identify key partners for comms growth and engagement,
5. Working with the GDS Web Developer to redesign the GDS Website,
6. Co-Chairing the GDS Working Group on comms, in coordination with GIZ and HCD.

J. Skills and Requirements

1. Essential Requirements

- C2 English level: excellent verbal and written communication skills,
- 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,
- Master's or bachelor's degrees in human rights, communications, journalism or equivalent relevant professional experience,
- At least 3-year experience in communications,
- Experience with online tools (Ruby on Rails preferred but other website platforms acceptable, social media, Adobe Suite),
- Experience with web or graphic design, video, and photo editing- a plus,
- Good computer skills.

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.

K. Application Process

- 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, cover letter and a sample of work (writing sample) by email to recruitment@ida-secretariat.org, indicating in the subject line: “**Job Application: GDS Secretariat Senior Communications Officer**”, **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, cover letter and writing work sample** 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.