

Application Package

SENIOR MANAGER-ALLIANCE STRENGTHENING

A. Job Advertisement

Position

IDA is seeking a Senior Manager-Alliance Strengthening.

- ◆ **Position Start Date:** June 15, 2024.
- ◆ **Location:** not specified.
- ◆ **Gross Monthly Salary:** depending on location and contract.
- ◆ **Contract duration:** one year contract to be renewed.

Mission

Under the supervision of the Interim Executive Director, The Alliance Strengthening Senior Manager has a key role in coordinating and developing the Alliance activities. The successful candidate will ensure a smooth flow of information between IDA members and the Secretariat.

The organization

The International Disability Alliance (IDA) is a network of global and regional organizations of persons with disabilities and their families. Its mission is to promote the full and effective implementation of the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD).

Learn more about our activities at www.internationaldisabilityalliance.org

B. Working Environment

Reports to: Interim Executive Director.

Staff under supervision: Membership Officer (to be recruited)

C. Job Description

1/ Network Coordination

The Alliance Strengthening Senior Manager is tasked with orchestrating collaborative initiatives among the 14 IDA members on significant and organizational issues. This role entails leading partnerships between the IDA secretariat and member secretariats, ensuring an effective and equitable approach. The Strengthening Senior Manager is pivotal in facilitating the flow of information within the network, guaranteeing that all IDA members are privy to essential information and can participate in decision-making processes as appropriate.

2/International Program Committee

This position involves overseeing the International Program Committee (IPC) or any future coordination bodies, ensuring seamless operations alongside directors from all IDA members. The Senior Manager will also oversee thematic cross-alliance working groups or task teams, aiming for cohesive advocacy goals and objectives.

3/ Network development

The Senior Manager will spearhead strategies to augment the development of the IDA network, guided by the strategic directives of IDA members. This includes drafting and executing plans to engage the disability movement actively in various global agendas, maintaining continuous dialogue with IDA members for inclusive strategies.

4/ Programs development

Collaborating closely with IDA members and the IDA Secretariat, the Senior Manager will play a critical role in the development and design of new programs, identifying and capitalizing on new opportunities to strengthen the alliance.

D. Skills and Requirements

1. Essential Requirements

- Master's degree or at least 8 to 10 years of proven successful experience in a similar level position.
- Excellent interpersonal, collaborative and team management skills.
- Operate independently in following long-term objectives.
- Ability to communicate effectively and to adapt to various audiences.
- Excellent command of English. Excellent writing skills are essential.
- Project Management experience.

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.

E. Application Form

- All information provided 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 the completed form (without the job advertisement) by email to recruitment@ida-secretariat.org, indicating in the subject line: “**Job Application: Senior Manager-Alliance Strengthening**”, before the 20th of May, 5pm CET.
- **Complete the form in type only**, and do not copy/paste images.
- **Please do not send CV, cover letter or other type of document.**
- Please share **your expected gross annual salary** in your email.

Please ensure you respect the following:

- Please complete the form **in type only**.
- Only **completed application** 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.

APPLICATION FORM

1. PERSONAL DETAILS

First name:
Surname:
Home address:
Telephone (cellular):
E-mail:

2. HIGHER EDUCATION

Name and address of college/university	From/to	Full/part-time	Qualifications obtained

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.

Employer's name and address (please start with current/most recent)	From/to (month/year)	Position held including brief description of your duties

4. TRAINING AND DEVELOPMENT.

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

5. MEMBERSHIP TO TECHNICAL OR PROFESSIONAL BODIES

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6. Language skills, including Sign Language

6.1 Reading skills

Language	Excellent	Very good	Good	Basic

6.2. Writing skills

Language	Excellent	Very good	Good	Basic

6.3. Verbal skills/International sign

Language	Excellent	Very good	Good	Basic

7. Computer literacy

Please indicate your computer knowledge stating all the software programmes you are familiar with.

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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)

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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