1. About the International Disability Alliance (IDA)

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

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:

1. “Nothing About Us, Without Us.”
2. Focus on implementation.
3. Focus on rights.
5. Disability inclusive development
6. Bridging the gap of the haves and have-nots.
7. Focus on data and evidence.

3. Job Description

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. In detail they will be expected to:

- Schedule meetings / support meeting coordination,
- Take meeting minutes, circulate them and follows-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,
  - 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.

### 4. Qualifications

- 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.

### 5. Timeline

Estimated start date 01 May 2024, for 18 months.

### 6. Contracting and Remuneration

- Payment and financial compensation will be subject to location and experience.
- A consultancy contract (as per Swiss law) will be signed between the selected consultant and IDA.
- Applicants are invited to submit a copy of their passport and commercial/consultant registration/tax numbers. Only applicants with valid commercial and/or consultant registration and/or tax numbers will be considered.

**To Apply:**

The interested consultant should submit a letter of interest and CV, by **12 April 2024** to consultancy@ida-secretariat.org with the subject “GDS Admin Assistant”.

*Note: Only Shortlisted Candidates Will Be Contacted*