APPLICATION PACKAGE

1. Job Advertisement

Position: Human Rights Associate

Deadline for Application: 10 July 2016

IDA is seeking a full time Human Rights Associate 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)

Position Start Date: September/October 2016

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 social 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)

1. Working Environment

**Main Interfaces:**

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| --- | --- |
| Main Internal Interfaces IDA Secretariat Staff | Main External Interfaces   * Organisations of persons with disabilities (DPOs) * UN treaty body experts, in particular the CRPD Committee and secretariat * Human rights non-governmental organisations and coalitions |

Reports to: Senior Human Rights Adviser of the treaty bodies unit.

1. Job Description

Purpose of the Position: The Human Rights Associate will work closely with the Senior Human Rights Adviser on treaty bodies to facilitate the participation of DPOs in the work of the UN treaty bodies, in particular the CRPD Committee, and to mainstream CRPD standards across the UN treaty bodies.

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

Main Tasks:

The Human Rights Associate will undertake the following duties and tasks:

* Provide guidance to DPOs on opportunities to engage with the treaty bodies
* Provide guidance to DPOs on their written submissions for country reviews and thematic issues
* Conduct research, analysis and drafting of thematic submissions, producing reports, summaries on session documents and decisions
* Collect and disseminate information about the treaty body sessions, including updating IDA’s website, and making use of social media (Facebook, Twitter)
* Assist in the organisation of treaty body sessions including logistical support to DPO participants
* Assist in managing interns

1. Employment Specifications
2. **SKILLS & QUALIFICATIONS**
3. **Essential Requirements**

* University degree in Human Rights, Law, International or Public affairs, Social Sciences or similar
* At least 3-4 years experience in CRPD advocacy or promotion of the human rights of persons with disabilities
* Good knowledge of the CRPD
* Good knowledge of international human rights mechanisms, in particular the UN treaty bodies
* Excellent research and drafting skills
* Excellent command of oral English and/or International Sign
* Working knowledge of at least one other UN language (French, Spanish, Arabic, Russian, Chinese)
* Experience in training
* Ability to take initiative and work with minimum supervision
* A strong sense of diplomacy, sociability and interpersonal communication
* Adaptability and ability to work under pressure
* Motivation to work in a team

1. **Desirable Requirements**

* Lived experience of disability
* Work and/or life experience in Global South countries
* Working experience with international organisations
* Working experience in training on human rights
* Willingness and ability to work occasionally at non-standard hours

**Application Form for the Post:**

**IDA Human Rights Associate**

**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 10 July 2016** to the e-mail address: [recruitment@ida-secretariat.org](mailto:recruitment@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 social policy/legal issues via email to the IDA Secretariat ([recruitment@ida-secretariat.org](mailto:recruitment@ida-secretariat.org)) indicating in the subject line: “**IDA Recruitment- Human Rights Associate”**:

Closing date for receipt of applications: 10 July 2016. Any applications received after this date will not be considered.