**IDA** **Global Disability Summit (GDS) Officer**

**Application Package**

1. **BACKGROUND**

**About the International Disability Alliance (IDA)**

We are an alliance of networks. IDA brings together over 1,100 organisations of persons with disabilities and their families from across eight global and six regional networks. Together we [promote the rights of persons with disabilities](http://www.internationaldisabilityalliance.org/node/80) across the United Nations' efforts to advance human rights and sustainable development. We [support organisations of persons with disabilities](http://www.internationaldisabilityalliance.org/node/52) to hold their governments to account and advocate for change locally, nationally and internationally. The cornerstone of our work is the [United Nations Convention on the Rights of Persons with Disabilities](http://www.internationaldisabilityalliance.org/node/165) (UN CRPD). We promote the effective and full implementation of the UN CRPD, and compliance by governments and the UN System, through the active and coordinated involvement of representative organisations of persons with disabilities at the national, regional and international levels. The 2030 Agenda and its Sustainable Development Goals are also integral to IDA's work to promote inclusive, sustainable development in line with the UN CRPD.

With [member organisations](http://www.internationaldisabilityalliance.org/node/30) around the world, IDA represents the estimated one billion people worldwide living with disabilities. This is the world’s largest – and most frequently overlooked – marginalised group. IDA, with its unique composition as a network of the foremost international disability rights organisations, 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.

IDA is newly mandated by the UK Foreign Commonwealth Development Office (FCDO/ DFID) to administer the Secretariat of the Global Disability Summit (GDS), hosting a new follow-up mechanism to track progress on GDS commitments mechanism to follow-up on GDS commitments, including past and future GDS. This new function entails a strong component on representation of and engagement with organizations of persons with disabilities, including IDA members and beyond, for which smooth coordination is required.

Linked to these developments, IDA is opening a position of a Global Disability Summit Officer, whose main role will be to support the effective functioning of the Global Disability Summit and its follow-up mechanism. The position will also make a critical contribution to the implementation of the GDS Partnership follow-up mechanism.

**Location:** Flexible

**Gross Monthly Salary:** Subject to location and experience

**Length of position:**  One year with possibility for extension

**Position Start Date:** December 1, 2020

**Report to:** IDA Senior Manager leading on the Summit partnership

**B. JOB ADVERT**

**Mission**

The purpose of the Global Disability Summit Officer is to establish and deliver on the Secretariat of the Global Disability Summit follow-up mechanism to track progress on GDS commitment mechanism as well as to support organization of the future Global Disability Summits.

**Key interlocutors**

Technical Advisory Group (TAG) to the GDS Secretariat, hosts of the Global Disability Summit, IDA Executive Director, IDA Programme Director, relevant IDA Secretariat colleagues, IDA members, donors as members of the Global Action on Disability (GLAD) Network.

**C. JOB DESCRIPTION**

In all his/her endeavours, the GDS Officer will ensure participatory approaches, attention to representation of the diversity of the disability movement and its constituencies. S/he will coordinate with other IDA Secretariat team members as relevant to ensure optimum collaboration and efficient use of resources to achieve common IDA objectives.

Under the management of the Senior Manager who will lead the Global Disability Summit Partnership follow-up mechanism Secretariat, the GDS Officer will:

1) Support the set-up of an efficient, collaborative mechanism to follow-up and report on progress with Global Disability Summit commitments

Support establishment of the Global Disability Summit Partnership follow-up mechanism to track progress on GDS commitments Structure which includes: formulation of the Technical Advisory Group drawing from the strategic partnership established between the UK Foreign, Commonwealth & Development Office (FCDO) and IDA and successful experience of co-hosting the first GDS, thematic working groups and regional dialogues in collaboration with the existing technical communities of practice and expert groups including the Global Action on Disability (GLAD) Network, UN CRPD committee members.

In close coordination with the Programme Unit, develop the tracking methodology and tools for GDS tracker(s) and support the development of the GDS partnership portal with interactive tools, development of case studies, and regional dialogues, ensuring maximum synergies with other knowledge management platforms administered by IDA;

Coordinate inputs and support annual progress reports on GDS developments, including mobilisation of organisations of persons with disabilities (OPDs), and relevant documentation for review and validation, liaising with external consultants as relevant;

prepare communications to IDA members and strategic partners on the GDS;

In close coordination with the next GDS co-hosts, contribute to the development of robust pledges/ trackable commitments for the next GDS, linking with commitments and progress secured at the GDS18;

* 1. Support and coordinate the preparation of the future GDS sessions

Support the preparation and delivery of the future Global Disability Summit, ensuring the involvement and meaningful participation of organizations of persons with disabilities

Coordinate with IDA Members and the wider disability rights and civil society movement to ensure active and meaningful engagement of OPDs

Support the preparation and delivery of the future civil society forum to be organized one day before the summits, including consultations to define priority themes and prepare background papers;

Coordinate social media and communications materials

Coordinate final report of the future GDS session, in collaboration with the GDS Secretariat.

3) Upon request, support advocacy initiatives including OPD consultations ahead of the summit, analysis of SDG reports in view of GDS commitments and Preparation of thematic background papers relevant to GDS.

1. Depending on priorities and opportunities during the period, and as agreed with the Executive Director and Programme Director, support to senior colleagues with the coordination of IDA or IDA members’ advocacy initiatives and seek relevant synergies with the GDS
2. Coordinate the participation of grassroots DPOs in preparation for the summit, for ensuring synergies from local to global level
3. **EMPLOYMENT SPECIFICATIONS**
4. **Essential:**

* Master’s degree in communications, Disability Studies Journalism, International Development or Public affairs, Social Sciences or similar
* Minimum 5 years’ experience in the non-profit sectors of administration, communications, public relations, outreach or project support (including internship/volunteering /training)
* Understanding of development and human rights issues
* Commitment to the human rights of persons with disabilities and experience of supporting meaningful engagement of organisations of persons with disabilities.
* High level of communication skills. Ability to communicate with clearly and concisely in professional English (written, oral).
* High level of computer literacy and PC skills with practical experience in the production of promotional material using major design software.
* Substantive knowledge of Microsoft Office and other software relevant for the job
* Knowledge of the UN Convention on the Rights of Persons with Disabilities
* A strong sense of diplomacy, sociability and interpersonal communication; ability to account for and handle confidential, strategic and political information
* Ability to work within a small, multi-cultural team in decentralized locations
* Excellent organizational skills with an ability to think proactively and prioritize work

1. **Desirable Requirements**

* Experience in Media Communications and Public Relations
* Knowledge of UN structures and processes
* Working knowledge of at least one other UN official language (Spanish, French, Arabic, Russian, Chinese) or International Sign
* Working experience with international organizations in a similar field
* Willingness and ability to work occasionally at non-standard hours and to undertake some travel
* Persons with disabilities are highly encouraged to apply

1. **Application Form**

**Confidentiality**

All information given on the application will be treated in a confidential manner

**Please complete in type only.**

Please send the completed application form by e-mail by Friday October 30, 2020 to the IDA Secretariat, [recruitment@ida-secretariat.org](mailto:glad-recruitment@ida-secretariat.org) indicating in the subject line: “Job Application: Global Disability Summit Officer”. Applications received after this date will not be considered.

Only completed application forms will be accepted. In addition to this completed form, please attach a copy of your CV, your expected gross annual salary. A confirmation of receipt will be sent to you via email. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Persons with disabilities are strongly encouraged to apply.

**1. Forename(s) or given name:**

**Surname:**

**Home address**:

**Telephone** (cellular):

**May we use this**?

**E-mail:**

**2. Education**

**General education** (schools from age 16)

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| **Name and address  of school** | **From/to** | **Qualifications obtained  (level and grade)** |
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**Further/higher education**

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| --- | --- | --- | --- |
| **Name and address  of college/university** | **From/to** | **Full-/ part-time** | **Qualifications obtained** |
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**3. Training and development**

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

**4. Membership of technical or professional bodies**

**5. 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. **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**

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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 confident using.**

**8. Please explain how you meet the employment specifications and give us any further information about yourself that is relevant to this application. Please keep your response to one page.** (NOTE: This section of the application is one of the most important and will be considered as your motivation letter to the vacant position within our organisation)

**9. Supplementary information**

**What is your preferred reading medium? Please circle**:

Ordinary print/digital format

**10. If you were short listed 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?**

**12. Offers of employment/contracts are subject to receipt of satisfactory references. Please provide the names, addresses and telephone numbers of at least 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?

**C.** Name:

Position: ……………………………………………………………………………….

Address :

Telephone number:………………………………………………

E-mail:

What is your connection with this referee?

May we approach this referee prior to interview?

**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**