**INTERNATIONAL DISABILITY ALLIANCE**

**Application Package**

1. **Background**

**Position:** Senior Advocacy Manager (New York)

**Description of the Organization:** The International Disability Alliance (IDA) is an alliance of eight global and six regional organisations of persons with disabilities. We advocate at the UN for a more inclusive global environment for persons with disabilities and their organisations. The Convention on the Rights of Persons with Disabilities (CRPD) is our touchstone. We are invested in ensuring that the 2030 Agenda and the Sustainable Development Goals are inclusive and in line with CRPD. We support organisations of persons with disabilities worldwide to take part in UN and international human rights processes and use international accountability mechanisms. With member organisations globally, IDA represents the estimated one billion people worldwide with disabilities. This is the world’s largest and most frequently overlooked marginalised group.

**Background:** While significant progress has been made towards the inclusion of persons with disabilities in the international human rights and development frameworks, concerted advocacy efforts are still needed to ensure that these commitments translate into an enabling environment that mobilizes stakeholders, enhances participation of DPOs and strengthens political will and the capacity of governments to implement the 2030 Agenda in line and together with the UNCRPD. This requires constant attention to ensure that human rights mechanisms uphold the highest CRPD standards and facilitating interconnections and consistency of these mechanisms with normative development frameworks.

In this context, IDA will continue to work to ensure increased internationally agreed diplomatic language within the General Assembly resolutions are compliant with the UNCRPD and CRPD Committee jurisprudence. Furthermore, IDA will continue to work with the Conference of States Parties and High-Level Political Forum to ensure inclusion of organizations of persons with disabilities in both of these events. This needs to be done in a way that enhances consistency and coordination between intergovernmental bodies, UN agencies and UN system in New York.

**Location:** New York

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

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

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

**B. Job advert**

**Mission**

The Senior Advocacy Manager is responsible for IDA’s strategy to uphold the highest CRPD standards across all human rights mechanisms and institutions in New York as well as to secure the mainstreaming of the rights of persons with disabilities across the implementation of the Agenda 2030 and Sustainable Development Goals (SDGs).

S/he actively contributes to the implementation of IDA’s Strategic Framework 2020-2023 in his/her portfolio of work. S/he ensures strategic leadership, coordination, provision of technical expertise and advice to optimize the impact of IDA’s advocacy work in New York. S/he is responsible for initiating and/or negotiating strategic agreements, space or adequate language to advance and defend the best possible standards on the rights of persons with disabilities across all relevant mechanisms and institutions in New York. S/he coordinates the inclusion of the rights of persons with disabilities across the work of the UN system including all relevant UN agencies. S/he also contributes to the transatlantic coordination of advocacy between Geneva and New York. Finally, s/he will be responsible for managing the Secretariat for the Global Disability Summit accountability mechanism.

The position is one of the key positions within IDA, with direct responsibility for ensuring the high quality of IDA’s presence as a unique global network representing the key messages of persons with disabilities. The position will preferably be based in New York.

The position will report to the Executive Director of IDA and will manage the IDA advocacy team in New York.

**Key interlocutors**

Permanent Missions of Member States to the United Nations in New York, IDA members, their members, other DPOs as well as civil society representatives, IDA Secretariat team, the UN system, UN Security Council, UN agencies, in particular UNDP, UNICEF, UNFPA, Executive Office of Secretary-General, Regional UN Commissions, World Bank, UNDESA as the co-Secretariat of the UN CRPD as well as the Division for Sustainable Development Goals*,* the Statistical Division,the Bureau of the Conference of State Parties to the CRPD and Bureaus of the ECOSOC functional commissions, the Civil Society Coordination Mechanism to the Conference of States Parties as well as Major Groups and other Stakeholder Coordination Mechanism, particularly the Stakeholder Group of Persons With Disabilities for the High-Level Political Forum.

**C. JOB DESCRIPTION**

**Responsibilities**

In all his/her endeavours, the Senior Advocacy Manager (New York) 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.

1. **Ensure strategic leadership of IDA advocacy work and team in New York**
* Define and lead the IDA advocacy strategy towards the UN General Assembly, with particular focus on second and third committee, as well as the annual political declaration of the UNGA;
* Manage the New York based IDA advocacy team with a constant outlook on securing required profiles and resources;
* Contribute to cross-Atlantic collaboration in securing the coherence of messaging between Geneva and New York office of IDA, and provide leadership in coordination with Member States as well as OHCHR and DESA, especially when it comes to thematic resolutions in Human Rights Council and General Assembly;
* Oversee the Human Rights Officer and the New York IDA advocacy team in sustaining and building the relationship with the Member States in New York, in particular the Group of Friends, as well as with the relevant UN agencies;
* Upon request, and upon delegation of the Executive Director, provide advice, training and/or technical assistance to external stakeholders to further catalyse IDA’s work on human rights related matters;
* In close collaboration with the Executive Director, Senior Advocacy Manager in Geneva and Senior Advisor on Article 11 and Disaster Risk Reduction, develop and oversee the strategy for engagement of IDA in the UN Security Council and in particular in implementation of the UN Security Council Resolution 2475.
1. **Ensure strategic coordination of key priorities of IDA advocacy in New York to secure optimum participation of DPOs and outcomes, including through the Conference of State Parties to the CRPD and the High-Level Political Forum, as well as any other relevant events at the UN New York headquarters**
* Coordinate the implementation of the advocacy strategy related to COSP, engaging with Member States, UN system and the Civil Society Coordination Mechanism to ensure an inclusive and participatory Conference of States Parties in line with the standards set by the CRPD;
* Define advocacy objectives and oversee the preparation of background papers, ensuring inputs from DPOs and securing space for DPO speakers as well as organization of the Civil Society CRPD Forum;
* Propose and execute the IDA overall advocacy and presence of IDA and IDA members at COSP;
* Provide leadership and presence of IDA in engagement with the UN sustainable development pillar including overseeing the IDA advocacy team in New York on preparation and delivery of the DPOs engagement with the High-Level Political Forum;
* Lead IDA’s strategy and thinking on the SDGs, and generate ideas for policy, advocacy, and other initiatives to accelerate progress and tackle challenges to SDG implementation, including in areas such as financing, monitoring and accountability, global indicators and the intersection of SDGs and climate;
* Support the engagement and strategic mobilisation of DPOs on the SDGs at the regional and national levels (consistent with strategies for regional technical hubs and regional capacity development);
* Coordinate, oversee and provide technical guidance and mentoring to regional and national DPOs involved in developing SDG reports from a CRPD perspective; coordinate with the Programme Unit to ensure optimum knowledge sharing;
* Provide strategic oversight of the work of the Stakeholders Group of Persons with Disabilities and engagement of IDA and DPOs with the Agenda 2030 and implementation of the SDGs in UN, including the oversight over and preparation of the annual HLPF position papers of the Stakeholder Group, coordination with and collaboration with the co-chairs of the thematic groups and regional disability constituency focal points;
1. **Lead the IDA advocacy towards the UN system in New York and in particular in relation to the UN Disability Inclusion Strategy**
* Develop and maintain strategic collaboration with strategic stakeholders such as UN Executive Office of the Secretary-General, UNICEF, UN DESA, UNDP, UN PRPD, UN Women, UNFPA; UN Statistical Division, IATF Secretariat for Financing for Development, UN Sustainable Development Branch
* Upon delegation from the IDA Executive Director, and in consultation with IDA Board, contribute to the work of the UN Executive Office of the Secretary-General vis-à-vis the UN Disability Inclusion Strategy;
* Coordinate the involvement of the IDA New York advocacy team in any relevant UN events in New York aimed at advancing the rights of persons with disabilities.
* In close coordination with the Executive Director and Programme Director, represent and ensure timely contributions of IDA to the work of the UN PRPD;
* Support the development of a strategic plan for IDA engagement with the World Bank group, consistent with IDA’s overall strategic framework and tailored to its capacities;
* Ensure close and timely coordination with IDA staff on programmatic developments and, in particular with the Programme Director, Executive Director and Senior Advocacy Manager in Geneva.
1. **Manage the Secretariat for the accountability mechanism of the Global Disability Summit**
* Establish, resource and manage the Global Disability Summit (GDS) partnership accountability structure to include: formulation of the High-Level Advisory Group drawing from the strategic partnership established between DFID and IDA and successful experience of cohosting 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;
* Manage the communication with and engagement of CRPD committee advisors as well as the development and delivery of the GDS partnership portal, case studies and regional dialogues
* In close coordination with the Programme Unit, provide strategic leadership and oversight of the process to develop the tracking tools for the commitments taken at the Global Disability Summits in concert with academia, organizations of persons with disabilities, UN system, member states and other relevant stakeholders;
* Provide leadership and guidance to the cohosts in the preparation and delivery of the future Global Disability Summits as well as ensuring the involvement and meaningful participation of organizations of persons with disabilities;
* Manage and support the part-time Officer supporting the coordination of the GDS Secretariat;
* In collaboration with the IDA Programme Director, support the delivery of the GDS small grants mechanism.
1. **Providing ad-hoc assistance to IDA on thematic issues**
* Contribute to the disability rights bulletin, to the IDA website and any other communication tool to be developed by IDA;
* Support the development of relevant indicators relating to his/her work, provide quality and timely inputs for donor reporting;
* Contribute to IDA Secretariat teamwork and smooth internal communication.
1. EMPLOYMENT SPECIFICATIONS

**Essential:**

* Master’s Degree in human rights, international development or a subject directly relevant to the position
* At least 5 years of experience with the UN system
* Experience in managerial position
* Prior experience in working with organizations of persons with disabilities
* Sound knowledge human rights mechanisms and the UN system
* Strong knowledge of the UNCRPD as well as the Agenda 2030
* Excellent oral and written communication skills in English
* Strong sense of diplomacy and managing complex and multi-stakeholder communication, excellent inter-personal skills
* Ability to work collaboratively, to multi-task, to work under pressure and effectively manage time to respect multiple deadlines
* Willingness and availability to travel frequently, in particular between New York and Geneva
* Previous experience of advocacy towards Member States and of engagement with diplomats at global or regional levels

**Desirable:**

* Ability to transfer complex UN human rights-related information and content to a variety of audiences
* Knowledge of at least one other UN language
* Lived experience of disability
* Willingness and ability to work occasionally at non-standard hours and to undertake regular travel.
1. **Application Form**
* **Confidential**. 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 to** **recruitment@ida-secretariat.org****.**
* Only completed application forms will be accepted. **In addition to this completed form, please attach a copy of your CV.** A confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* Only short-listed applicants will be contacted.

**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**

Once completed, please return this form via email to **recruitment@ida-secretariat.org****.**  indicating in the subject line: **“Job Application: Senior Human Rights Advisor New York”**. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Closing date for receipt of applications: 20 April 2020.

Any applications received after this date will not be considered.