**INTERNATIONAL DISABILITY ALLIANCE**

**Application Package**

1. **Background**

**Position:** Bridge CRPD-SDGs Officer

**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:** Bridge CRPD-SDGs Training Initiative is an intensive training programme that aims to support DPO and disability rights advocates to develop an inclusive (all persons with disabilities) and comprehensive (all human rights) CRPD perspective on development, including the Agenda 2030 and its Sustainable Development Goals (SDGs), to reinforce their advocacy for inclusion and realisation of rights of persons with disabilities.

The Bridge CRPD-SDGs Training Initiative has been developed jointly by the International Disability Alliance (IDA) and the International Disability and Development Consortium (IDDC) and is supported by IDA and its members, IDDC members, agencies of international cooperation, and, to specific cycles, with the support from the Disability Rights Advocacy Fund (DRAF), the Ford Foundation and the Bridging the Gap Project.

The Initiative was devised to respond to the increased demand for training on the implementation of the CRPD and inclusive development, and how this links to achieving Agenda 2030 and the SDGs. It is a coordinated training investment, drawing from the resources and experiences of the IDA and IDDC networks and their members.

**Location:** where the candidate is based, preferably the Global South

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

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

**Position Start Date:** May, 2020

**B. Job advert**

**Mission**

Mandated by the Bridge CRPD-SDGs Steering Committee, the Bridge CRPD-SDGs Officer’s main mission is to support the Bridge Coordinator to oversee its mandate. The Bridge Officer will assist the planning, organisation and delivery of the Bridge strategy, in supporting Task Teams (TT) and Facilitation Teams (FT), as well as ensuring the quality of Bridge CRPD-SDGs trainings by consolidating and updating the materials used in the Bridge CRPD-SDGs Training Initiative. The Officer is also responsible to report and share information and learnings to support a Bridge alumni community of practice, as well as support the availability of all Bridge related material and communication in various languages and formats relevant to the local context of participants, in partnership with concerned stakeholders and allies.

**Hosting and management of the Bridge CRPD-SDGs Officer**

In line with the objectives of Bridge CRPD-SDGs Initiative as a critical investment for capacity development of DPOs, and recognising the unique nature of IDA as a global network of DPOs, which offers facilitated access to DPO networks and synergies with activities mobilising its members (or members’ members), the Bridge CRPD-SDGs Officer position will be hosted at the IDA Secretariat, however the location of the candidate is to be in their home country. The Bridge Officer will have daily contact with IDA members, their members, other DPOs, civil society representatives, IDA Secretariat team as well as IDDC members’ representatives.

The Bridge CRPD-SDGs Officer position is a full-time position at the IDA Secretariat, working as part of a collaborative team under the guidance and management of the CRPD-SDGs Coordinator and accountable to the Bridge CRPD-SDGs Steering Committee.

**C. JOB DESCRIPTION**

**Responsibilities**

1. **Support the implementation of the Bridge CRPD-SDGs Training Initiative**

* Support the Bridge CRPD-SDGs Coordinator in ensuring compliance with Bridge CRPD-SDGs processes, including partnership protocols, task team processes, and quality criteria with regards to selection of participants, materials and documentation,
* Support the Task Teams to ensure optimum quality and outcomes of Bridge CRPD-SDGs activities, including through the mobilisation of lead trainers, co-trainers and facilitators,
* Work with national/regional Learning Coordinators on ensuring availability of resources for trainings, including for underrepresented groups, in local languages and adapted to local contexts, and any other relevant technical resources required,
* Deliver Bridge and training of trainers (ToT) modules as facilitator/co-trainer/lead trainer, when required,
* Support the coaching and mentoring of Bridge alumni and their assignments, and the exchange and peer learning between Bridge alumni,
* Closely support the Bridge team in any task requested by the Bridge Coordinator.

1. **Maintain and develop quality technical resources to sustain the Initiative**

* Consolidate session plans and materials for Bridge modules based on Bridge facilitators’, trainers’ and participants’ feedback, ensuring accessibility and support for differentiation for greater inclusivity,
* Support the consolidation of the training resources and sharing of knowledge, including for under-represented groups, as well as pre-Bridge material and material of other trainings on the CRPD and SDGs, in close collaboration with IDA and IDDC members,
* Ensure and monitor the respect for the Bridge CRPD-SDGs Quality Criteria, mentoring IDA and IDDC on implementing this Quality Criteria,
* Provide mentoring support to Bridge CRPD-SDGs Fellow(s) in close collaboration with concerned partners/ hosting organisations, to feed into community of practice, exchange and learning between different Bridge CRPD SDG cycles.

1. **Support timely documentation, reporting and communication on the Initiative**

* Oversee the development of quality learning materials for communication on the Bridge CRPD-SDGs Training Initiative or any other training made or supported by the Bridge team,
* Consolidate all relevant documents required to guide and facilitate the effective and quality implementation of the Bridge CRPD-SDGs initiative (e.g. guidance for facilitators, representative and proposing organizations, etc.),
* Ensure timely monitoring and reporting on Bridge CRPD-SDGs activities, including data disaggregation by region, sex, age and disability,
* Ensure regular updates to Bridge CRPD-SDGs partners, in close collaboration with IDA communication officer and IDDC coordinator, analysis and consolidation of learning from evaluations of Bridge cycles and follow up from tasks teams to continually improve the Bridge CRPD SDGs delivery,
* Support the coordination of Bridge CRPD-SDGs outcomes periodic evaluations and ensure recommendations feed the review of Bridge CRPD-SDGs strategy, materials and processes,
* Support the certification process of Bridge CRPD-SDGs alumni.

1. EMPLOYMENT SPECIFICATIONS

* Degree in human rights, law, international development, disability studies, development studies or a subject directly relevant to the position
* At least 7 years of work experience within disability movement / sector, including at least 3 years of experience with the UN human rights system at national or global levels
* Sound knowledge human rights reporting process before the UN system, and excellent knowledge of the UN Convention on the Rights of Persons with Disabilities
* Good knowledge of development agenda and dynamics and experience in working with multiple stakeholders
* Excellent English communication skills (oral and written)
* Competent in inclusive facilitation with evidence of working successfully in cross impairment work environment, particularly with under-represented groups
* Good sense of diplomacy and ability to solve problems, using initiative and managing complex and multi-stakeholder partnerships
* Ability to work collaboratively, to multi-task under pressure during intense training period, as well as to respect multiple deadlines
* Excellent interpersonal communication skills
* Flexibility and capacity to work with limited supervision and be proactive in scoping work required
* Knowledge of communication and information accessibility requirements under articles 9 and 21 of the CRPD
* Ability to work within a multi-cultural team in decentralized locations
* Demonstrated experience working with underrepresented groups of persons with disabilities

**Desirable:**

* Experience in project management and capacity development programmes
* Work and/or life experience in Global South countries, particularly working actively with disability movement
* Bridge CRPD-SDGs programme alumni

**Other considerations:**

* Daily access to high speed internet and a personal computer (laptop)
* Willingness and ability to work occasionally at non-standard hours, in different time zones as part of a global team
* Enthusiasm to remain available on instant communication platforms such as WhatsApp to facilitate alumni participation
* Willingness to undertake at least 4 overseas travels (of 2 weeks’ duration each), during the year
* Keenness to use free online translators to communicate with all Bridge Alumni in their native language
* Persons with disabilities are highly encouraged to apply, particularly from the underrepresented groups. Reasonable accommodation will be considered.

1. **Application Form**

* **Confidential**. All information given on the application will be treated in a confidential manner.
* **Please complete in type only.** Once completed, please return this form via email to [bridge\_platform@ida-secretariat.org](mailto:bridge_platform@ida-secretariat.org) indicating in the subject line: **“Job Application: Bridge CRPD-SDGs Officer”**.
* In addition to this **completed form**, **please attach an independent essay to your application.** The essay should be written in English by yourself, should be around 5 pages in length and the topic should be related to the position you are applying to. Essays written in the past are also accepted. **We kindly ask candidates not to attach a separate CV or motivation letter to the application.**
* 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.
* Closing date for receipt of applications: 19 April 2020.
* Only completed application forms will be accepted. Any applications received after the closing date will not be considered. Only shortlisted applicants will be informed about the next steps of selection process.

**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 underline**:

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**