**INTERNATIONAL DISABILITY ALLIANCE**

**Application Package**

1. **Background**

**Position:** Human Rights Advisor (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 to ensure inclusion and meaningful participation of organizations of persons with disabilities. IDA will pursue its work to ensure representation of and advocacy to advance the rights of persons with disabilities across the mechanisms and events related to 2030 Agenda, including the High-Level Political Forum. This work needs to be done in a way that enhances consistency and coordination between intergovernmental bodies, UN agencies and UN system in New York, as well as consistency with intergovernmental human rights advocacy led by IDA in Geneva.

**Location:** New York

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

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

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

**B. Job advert**

**Mission**

The Human Rights Advisor is responsible to support IDA’s strategy to uphold the highest CRPD standards across all human rights mechanisms and institutions in New York as well as to support 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 provides advice and guidance to the IDA Senior Advocacy Manager of New York to deliver strategic coordination, provision of technical expertise and advice to optimize the impact of IDA’s advocacy work in New York. S/he is supports and advise on 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 supports and advise on 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.

The position will preferably be based in New York. The position will report to the IDA Senior Advocacy Manager of 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, IDDC UN Task Group and IDDC members.

**C. JOB DESCRIPTION**

**Responsibilities**

In all his/her endeavours, the Human Rights Advisor (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. **In line with key priorities of IDA advocacy , lead the work to secure optimum participation of DPOs and outcomes, including through the Conference of State Parties to the CRPD (COSP) and the High-Level Political Forum, as well as any other relevant events at the UN New York headquarters**

* Implement 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;
* Prepare background papers, ensuring inputs from DPOs and securing space for DPO speakers as well as organization of the Civil Society CRPD Forum;
* Advise on and support the IDA overall advocacy and presence of IDA and IDA members at COSP;
* Sustain and increase the presence of IDA in engagement with the UN sustainable development pillar including on preparation and delivery of the DPOs engagement with the High-Level Political Forum (HLPF);
* Advise on and support the delivery of the 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;
* Coordinate, oversee and provide technical guidance and mentoring to regional and national DPOs involved in developing SDG reports from a CRPD perspective;
* 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);
* Support 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 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. **Support and advise the IDA Senior Advocacy Manager in the delivery of high-level advocacy towards the UN system in New York**

* Support, advise and deliver on the IDA advocacy strategy towards the UN General Assembly (UN GA), with particular focus on Second and Third Committee, as well as the annual political declaration of the UN GA;
* Contribute to cross-Atlantic collaboration in securing the coherence of messaging between Geneva and New York office of IDA, and lead on coordination with Member States as well as OHCHR and DESA, especially when it comes to thematic resolutions in Human Rights Council and General Assembly;
* Sustain and build 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 Senior Advocacy Manager, 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, and Advisor on Inclusive Humanitarian Action and Disaster Risk Reduction, execute the strategy for engagement of IDA in the UN Security Council and in particular in implementation of the UN Security Council Resolution 2475.
* Maintain and enhance 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/or NY Senior Advocacy Manager, contribute to the work of the UN Executive Office of the Secretary-General vis-à-vis the UN Disability Inclusion Strategy;

1. **Contribute to IDA’s strategy and accountability towards our constituencies, partners and donors**

* As part of the IDA Advocacy Unit and under the leadership of the Senior Advocacy Manager and Executive Director, contribute to the development and monitoring of IDA’s advocacy strategy consistent with IDA’s strategic framework
* Contribute to IDA’s communication including the disability rights bulletin, IDA website and any other communication tools;
* Support the development and measuring of relevant indicators relating to his/her portfolio of work, provide quality and timely inputs for donor reporting;
* Upon request, ensure mentorship and support and information sharing with IDA members, their members and/or allies in the use advocacy mechanisms to optimize impact
* Facilitate the engagement of underrepresented groups of persons with disabilities in advocacy processes and support strategies to voice their concerns
* Support the development of relevant partnerships and alliances (e.g. with IDDC) to ensure effective advocacy campaigns and coherent civil society work in New York to advance the rights of persons with disabilities
* 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 five years of experience with the UN system or a position directly relevant to the above responsibilities
* Prior experience in working with organizations of persons with disabilities, or organizations for 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 occasionally
* 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 by **July 15, 2020** to the IDA Secretariat, [**recruitment@ida-secretariat.org**](mailto:recruitment@ida-secretariat.org¨)indicating in the subject line: “**Job Application: Human Rights Advisor New York**”. 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**. A confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* Please be advised that 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 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**