**INTERNATIONAL DISABILITY ALLIANCE**

**Application Package**

1. **JOB ADVERT**

**Position:** Senior Human Rights Advisor: Human Rights Council and UN General Assembly

**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 translated 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, the International Disability Alliance (IDA) will continue to work to ensure increased internationally agreed diplomatic language within the Human Rights Council and General Assembly resolutions are compliant with the UNCRPD and CRPD Committee jurisprudence. This needs to be done in a way that enhances consistency and coordination between intergovernmental bodies in New York and Geneva, and further interaction between the Human Rights Council and 3rd Committee. Therefore, IDA wishes to recruit a Senior Human Rights Officer to cover both mechanisms.

**Location:** New York or Geneva

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

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

**Position Start Date:** 1 May 2018

**B. WORKING ENVIORNMENT**

**Mission**

Under the management of IDA’s Executive Director, the Senior Human Rights Advisor (Human Rights Council and UN General Assembly) is responsible for coordinating, providing technical expertise and advising IDA advocacy work to promote the rights of persons with disabilities in the Human Rights Council and all related bodies, and at the UN General Assembly and Conference of State Parties to the CRPD. S/he is also responsible for initiating and/or negotiating strategic agreements, space or adequate language to advance the rights of persons with disabilities through existing human rights procedures, mechanisms and agendas under his/her portfolio and/or through engaging with relevant UN agencies.

**Key interlocutors**

Permanent Missions of Member States to the United Nations in New York and Geneva, IDA members, their members, other DPOs as well as civil society representatives, IDA Secretariat team, the UN system, UN agencies, in particular OHCHR and UNDESA as the co-Secretariat of the UN CRPD*,* the Bureau of the Conference of State Parties to the CRPD and Bureaus of the ECOSOC functional commissions, in particular the Commission for Social Development.

**C. JOB DESCRIPTION**

**Responsibilities**

In all his/her endeavours, the Senior Advisor 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. **Promote the rights of persons with disabilities with the Human Rights Council and related bodies**

* Follow the three sessions of the Human Rights Council and undertake all relevant actions to increase attention to the rights of persons with disabilities in the Plenary, and influence the relevant resolutions to be negotiated
* Ensure IDA coordination with the Member States Group of Friends to the CRPD in Geneva (consistently with the Group of Friends in New York), and with the Finnish Mission on the annual lunch on women and girls with disabilities, in close coordination with IDA Senior Human Rights Advisor on Treaty Bodies
* Follow and influence the work of the relevant subsidiary bodies of the Human Rights Council, in particular the Expert Mechanism on the Rights of Indigenous Peoples, the Forum on Minority issues, or other groups or events as relevant to IDA’s priorities
* Develop, maintain relations and support dialogue with Member States’ Permanent Missions in Geneva
* Liaise with IDA Senior Human Rights Advisor on Treaty Bodies on UPR working group, and ensure optimum follow-up of and engagement of DPOs with UPR processes
* Monitor and influence the work of the relevant Special Procedures, including their annual reports, as well as facilitate the interaction between national DPOs and Special Procedures during their country visits
* Maintain regular contacts with the most relevant UN agencies Geneva-based, especially with OHCHR, UNICEF, UNHCR, WHO, and ILO, in order to increase the attention given to the rights of persons with disabilities by these entities;

1. **Ensure strategic coordination to secure optimum participation of DPOs and outcomes from the Conference of State Parties to the CRPD**

* Engage with Member States, the COSP Bureau, UN DESA, the IASG and the Group of Friends to ensure an inclusive and participatory Conference in line with the standards set by the CRPD
* Facilitate the Civil Society Coordination Mechanism to strategize civil society engagement ahead of and during the Conference of State Parties to the CRPD
* Support the preparation of background papers, ensuring inputs from DPOs and securing space for DPO speakers
* Coordinate IDA and IDA member’s participation at COSP, including side-events participation and organization, bilateral meetings, media communications
* Ensure the smooth organization of the Civil Society CRPD Forum, and liaise with relevant stakeholders

1. **Provide human rights and advocacy expertise to influence GA resolutions and support the achievement of overall IDA strategic objectives**

* Engage in continued advocacy to propose, obtain, secure and/or reinforce relevant language in General Assembly resolutions, including the annual political declaration of the UNGA
* Liaise with IDA New York staff and CRPD Treaty Body Unit on thematic resolutions
* In coordination with OHCHR, New Zealand, Mexico, Sweden, Philippines and Tanzania, develop and implement a strategy to support the drafting and adoption of complementary resolutions between the GA and HRC
* Engage with concerned UN agencies on adequate processes (e.g. resolution on Children with Disabilities' rights with UNICEF, Conference on the Status of Women with UNWOMEN)
* Engage with Member States in continued advocacy to propose, obtain, secure and/or reinforce relevant language in resolutions with ECOSOC Commissions, primarily with the Commission on Social Development (CSocD)
* Coordinate with the Group of Friends to the CRPD in New York (consistently with the Group of Friends in Geneva), and develop, maintain relations and support dialogue with Member States’ Permanent Missions in New York
* Upon request of IDA Executive Director, provide ad-hoc support to influence UN reform processes (e.g. UN SWAP)
* Contribute to the disability rights bulletin, to the IDA website and any other communication tool to be developed by IDA
* Contribute to IDA Secretariat team work 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 4 years of experience with the UN human rights system, as human rights advocacy officer or a similar position
* Sound knowledge human rights mechanisms and the UN system
* Strong knowledge of the UNCRPD and relation to 2030 Agenda
* Excellent written and oral communication skills in English and at least one other UN language
* 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
* Lived experience of disability
* Willingness and ability to work occasionally at non-standard hours and to undertake some 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 16 March 2018, to** [**recruitment@ida-secretariat.org**](mailto: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 by 30 March.

**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)

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

**Further/higher education**

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

**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.**

|  |  |  |
| --- | --- | --- |
| **Employer's name and  address (please start with current/most recent)** | **From/to (month/year)** | **Position held including  brief description of your duties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Language skills, including sign language**

**6.1 Reading skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6.2. Writing skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6.3. Verbal skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Excellent** | **Very good** | **Good** | **Basic** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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](mailto:recruitment@ida-secretariat.org) indicating in the subject line: **“Job Application: SENIOR Human Rights Advisor”**. Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Closing date for receipt of applications: 16 March 2018. Any applications received after this date will not be considered.