

Job Description



Job Title:	UN Advocacy and Network Officer		
Cluster:	Geneva Office		
Salary:	CHF 55,015 per Annum (Excluding benefits)	Contract Type:	One year (with the possibility of renewal)
Location:	Geneva		
Reports to:	Cluster Lead Geneva		
Direct Reports:			
Job Role			
Role Overview:	<p>The UN Advocacy and Network Officer is responsible, in consultation with the UN Advisor, for driving the implementation of CIVICUS advocacy priorities with various stakeholders and within various UN human rights mechanisms (UPR, HRC, and select Treaty Bodies) in Geneva. The role also contributes to network engagement and member support activities, and in the framework of its tasks is required to interpret and synthesise information about trends in relation to civic space, in accordance with CIVICUS' mission and members' needs.</p>		
Areas of Responsibilities	Key Activities		
UN Advocacy	<ul style="list-style-type: none"> • Lead CIVICUS' engagement in the UPR process and drives CIVICUS' advocacy at the HRC, in consultation with the UN Advisor and Advocacy cluster, including drafting of advocacy plans, policy briefs and concept notes, with a focus on thematic issues (FoAA, FoE, HRDs, civic space). • Conduct advocacy with select Treaty Bodies (CCPR) and support UN Advisor in engagement with other Treaty Bodies if needed. • Develop oral and written statements; develop concept notes for side events and speaking points in consultation with the UN Advisor; support in moderation / speaking roles and organization of side events and high-level events where needed. • Act as interface for relationships with fellow civil society stakeholders and other stakeholders in Geneva as it relates to UN human rights mechanisms' priorities. • Maintain day-to-day relationships with the Advocacy team and liaise on broader advocacy priorities. 		
Member engagement and member support	<ul style="list-style-type: none"> • Support CIVICUS members with their engagement at the UN and enable members as well as other civil society stakeholders to participate in UN activities. • Support HRDs and staff during their stay in Geneva by providing information and advice and organise advocacy meetings. 		
Networking	<ul style="list-style-type: none"> • Support CIVICUS's various networks by providing punctual information. 		

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	<ul style="list-style-type: none"> • Conduct outreach to partners as needed. • Participate actively in the WG of HRCNet and maintain day-to-day communication.
Event coordination and communication	<ul style="list-style-type: none"> • Assist in event organization as appropriate (logistical arrangements, liaison with service providers, etc.) • Assist communications team in rolling out timely and effective communication materials (Twitter, etc.)
Other	<ul style="list-style-type: none"> • The role holder will from time to time be required to carry out any other duties that are within the scope of the job.
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • A degree or Diploma in international relations, law, politics, or relevant social sciences from a reputable university. In cases of exceptional experience, this criterion can be waived. • Demonstrable experience of engaging with diverse society actors and good networks within civil society. • English with other languages beneficial
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • At least 5 years' experience in an international policy development or advocacy environment, at least 2 years in similar position/ functional area • Excellent verbal and written communication skills in English. • Excellent IT skills, including experience with MS Office and Human Resource Information Systems. • Commitment to Civicus's vision, mission, values and ways of working. • Good understanding of international relations and policy making • Good understanding of the civil society landscape and global politics • Working knowledge of UN systems and processes, especially those pertaining to human rights, including committees and special procedures • Ability to synthesize and process information related to development and political issues. • Computer literate: MS Office • Ability to understand and implement organizational strategies • Ability to network at a high level with diplomats and officials from intergovernmental institutions
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Good interpersonal skills • Excellent presentation skills • Good written and verbal communication skills • Ability to meet deadlines and work under pressure • Good communication skills • Event organising skills • Commitment to Human Rights values