APPLICATION PACKAGE

1. Job Advert

Position: Outreach and Communications Officer

Deadline for Application: 31 March 2015

Description of the Organisation:

The International Disability Alliance (IDA) is a network of global and regional organisations of persons with disabilities and their families. Its mission is to promote the full and effective implementation of the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD).

IDA is seeking a full time Outreach and Communications Officer who will be based in the New York office.

Persons with disabilities are strongly encouraged to apply.

Only US citizens or applicants with US permanent residence will be considered.

Gross Monthly Salary: Depending on experience and qualifications, in the range of $US 5,000 monthly with benefits.

Applications: CVs will not be accepted. Only completed and signed application forms will be taken into consideration.

Position Start Date: June 1st 2015.

Further information and application pack are available from the IDA website: [www.internationaldisabilityalliance.org](http://www.internationaldisabilityalliance.org)

1. Personal Details

**Name:**

Contact Details:

1. Working environment

**Main Interfaces:**

|  |  |
| --- | --- |
| Main Internal Interfaces IDA Executive Director  * IDA Board Members * IDA Secretariat Staff | Main External Interfaces   * IDA members and their associated organisations * The internet  Organisations of persons with disabilities (DPOs) with a focus on the Global South and developing countriesDisability activistsThe United Nations system in New York and GenevaDevelopment and human rights non-governmental organisations and coalitions  * Press and media |

Reports to: The Outreach and Communications Officer will report to the Executive Director

1. Job Description

Purpose of the Position: The Outreach and Communications Officer ensures that information and messaging disseminated by IDA reaches the following target audiences:

* Global, regional and national DPOs, with particular attention for DPOs from the Global South and hard-to-reach areas such as West Africa, Eastern Europe and Central Asia
* UN country mission diplomats and UN Agency staff
* Human rights, international cooperation and humanitarian professional communities and activists

In carrying out its duties the Outreach and Communications Officer will be required to take into account information and communication accessibility requirements according to the diverse needs of persons with disabilities.

Main Tasks:

The Outreach and Communications Officer will undertake the following duties and tasks:

* 1. IDA Communications Strategy
     1. Advise the IDA Executive Director on the IDA communications strategy and support its formalization
     2. Monitor and evaluate the strategy based on users and audience feedback
  2. IDA Communication Accessibility
     1. Ensure close collaboration with IDA members to ensure that all IDA communication meets the accessibility requirements of all persons with disabilities
     2. Ensure that all key IDA information is available at affordable and sustainable costs by creating a network of volunteers and pro bono translators in:

- Official UN languages

- Plain language and Easy-to-Read

- International Sign

- Daisy and other accessible formats

* 1. Global Outreach
     1. Identify and connect with different regional networks, relevant listservs and Facebook and Twitter accounts
     2. Interact with those networks to give a broader audience to Global South DPO production, key information and voice towards the UN system and IDA’s other target audiences.
  2. IDA Publications
     1. Produce the online Disability Rights Bulletin
     2. Editing and managing translation (including in accessible formats) of IDA technical and policy publications
  3. IDA Website
     1. Ensure Website continuous update
  4. Press and media relation
  5. Social media and email listserve
     1. Facilitation of IDA CRPD forum list serve
     2. Manage facebook and twitter account
  6. Manage contact data base
  7. Public relations and advocacy
     1. Organizing Public Relations and special events (workshops, receptions)
     2. Facilitate south DPOs participation in the UN
     3. Carrying out New York office PR communication
  8. Communication Interns management

1. Employment specifications
2. **KNOWLEDGE**
3. **Essential requirements**

* Graduate business school or Masters degree in Communications, English, Journalism, International or Public affairs, Social Sciences or similar
* At least 3-5 years’ experience of communication, public relations or outreach jobs
* Understanding of development and human rights issues
* Commitment to the human rights of persons with disabilities
* Knowledge of communication and information accessibility requirement
* Excellent command of English (professional editing capacities)
* Working knowledge of at least one other UN official languages (Spanish, French, Arabic, Russian, Chinese)

1. **Desirable requirements**

* Knowledge of the UN Convention on the rights of persons with disabilities
* Knowledge of UN structure and processes

1. **SKILLS / ABILITIES**
2. **Essential requirements**

* High level of communication skills
* Ability to communicate with clearly and concisely in professional English (written, oral and/or international sign)
* Substantive knowledge of social platforms, viral communities etc.
* Substantive knowledge of Microsoft office and other software relevant for the job
* Knowledge of communication and information accessibility requirement

1. **Personal skills**

* Autonomy, adaptability
* A strong sense of diplomacy, sociability and interpersonal communication

1. **Organizational skills**

* Ability to work within a small, multi-cultural team in decentralised locations.
* Ability to be accountable to elected members of the IDA Board and Finance Committee

**3. EXPERIENCE**

**Essential**

The candidate should have at least 3-5 years of experience of wok in a similar position.

**Desirable**

* Working experience with international organisations in similar field
* Work and/or life experience in global south countries

1. **OTHERS**

* Willingness and ability to work occasionally at non-standard hours and to undertake some travel
* Persons with disabilities are highly encouraged to apply

**Application Form for post:**

**IDA Outreach and Communications** Officer **Officer**

**Confidential**

All information given on the application will be treated in a confidential manner.

Please note that this front page containing your personal details will be detached from the rest of your application during the shortlisting process to promote equal opportunities in the short listing process.

**Please complete in type only**

Please send the completed application form **by e-mail** to the IDA Secretariat ([outreachofficer@ida-secretariat.org](mailto:outreachofficer@ida-secretariat.org) ) **by March 31st 2015** to the e-mail address:

Only completed application forms will be accepted. **Do not send your CV.** A confirmation of receipt will be sent to you via email. Should you not receive a confirmation after this date, please contact the IDA Secretariat by email.

Only short-listed applicants will be contacted no later than April 20th 2015 Short listed applicants will be interviewed between April 20th 2015 and May 1st 2015.

**1. Forename(s) or given name:**

**Surname:**

**Home address**: **Please circle preferred title**:

**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)** |
|  |  |  |

**Further/higher education**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 familiar with.**

**8. Please explain how you meet the requirements of the employment specifications and to give us any further information about yourself that you think is relevant to this application.**

**(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 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 the IDA Secretariat ([outreachofficer@ida-secretariat.org](mailto:outreachofficer@ida-secretariat.org)) indicating in the subject line: “**IDA Recruitment- Administration and Finance Manager”**.

Please also submit, with this application, a sample of your writing (including a news release and backgrounder).

Please be advised that only shortlisted applicants will be informed about the next steps of selection process.

Closing date for receipt of applications: March 31st 2015. Any applications received after this date will not be considered.