



### JOB DESCRIPTION

<b>Position Title:</b>	<b>Global Humanitarian Advocacy &amp; Policy Coordinator and UN Representative (Geneva) (100%)</b>
<b>Location:</b>	CARE International Secretariat, Geneva
<b>Supervisor:</b>	CARE International Head of Global Advocacy
<b>Date:</b>	July 2019

### BACKGROUND

CARE International (CI) is one of the world's leading humanitarian organisations, fighting poverty and inequality in over 90 countries. It's an exciting time to join CARE. Overall, the Confederation is moving forward with a new vision of global influence and impact with a unified approach and interdependent way of working. CARE's global programme strategy and humanitarian direction have set an increased ambition to save and protect lives in emergencies and bring lasting change through our programmes which focus on smart solutions and empowering women and girls.

Global advocacy is a key priority for CI and our goal is to influence national and international policies that affect the lives of the poorest and most vulnerable communities through coordinated and joint action by CI Members (CIMs), Country Offices (COs), CARE partners and the Secretariat.

The Global Humanitarian Advocacy & Policy Coordinator and UN Representative (Geneva) is based in the CARE International Secretariat in Geneva. This role is the global lead for CARE's humanitarian advocacy efforts, including related strategic internal coordination, and leads influencing in the structures that the UN, Member States and others convene in Geneva on humanitarian affairs.

The ideal candidate understands the international humanitarian arena, is a smart advocate for our humanitarian principles and policies, at the forefront of thinking to promote empowerment for women and girls. At ease in all levels of advocacy influencing, they will deploy their knowledge and creativity to promote policy dialogue and change while constantly analyzing impact and adjusting approaches as needed.

The role requires a combination of strategic thinking with hands-on implementation in fast-moving contexts, all while working collaboratively with a variety of departments and global teams as well as partner organizations and allies.

## **KEY RESPONSIBILITIES**

### **1. Communications and Representation (30%)**

- Develop relationships and represent CI in agreed priority INGO, government and UN meetings, and represent CI in key networks, ensuring that participation reflects the perspective of CARE's field experience and key policy priorities (forums include the IASC, ICVA, Member state briefings and others).
- Support the CI Secretary General, based in Geneva, in their humanitarian representation, advocacy and external relations with senior UN Representatives, Member States, other NGO leaders and boards.
- Work with Communications Secretariat staff in public messaging related to humanitarian advocacy initiatives.

### **2. Lead, support and strengthen global level advocacy on humanitarian policy to maximize CARE's impact and influence on global humanitarian policy and practice (30%)**

- Lead, convene and support the development of the CI Humanitarian Advocacy Strategy working with the humanitarian and advocacy community across the Confederation.
- Ensure links between humanitarian advocacy and other global priority advocacy work (e.g. Gender in Emergencies, Sexual, Reproductive Health and Rights, GBV) as prioritized with CARE Emergency Group to provide a consistent and coherent advocacy voice and policy representation to agreed priority external audiences.
- Provide analysis and intelligence on key policy issues in the Geneva and wider humanitarian context, informing and often writing CARE's policy response
- Coordinate strategically within the Confederation to maximise CARE's timeliness of intervention and advocacy effectiveness in humanitarian influencing.

### **3. Provide strategic advocacy support to CI work in humanitarian crises, including conflict, slow-onset emergencies and rapid-onset disasters, with an emphasis on selected Type 4 emergencies and other complex emergencies (20%)**

- Support CARE's rapid response team by providing support in policy efforts and humanitarian responses in line with CARE's strategy as needed to contribute to high level humanitarian policy/advocacy processes and events in Geneva;
- Build strong relationships with selected country/regional programs that have dedicated advocacy capacity, to ensure that our policy work is grounded in CI's experience and to support relevant national and international debates.
- Act as the advocacy focal-point on specific humanitarian crises and facilitate a link between global and country-based advocacy.

### **4. Contribute to and support the implementation of CI's strategic priorities (20%)**

- Monitor and relay relevant policy developments; support development of research and analysis on relevant topics in line with strategy (emergency and program); and contribute

to and support the drafting of CI positions, briefing papers, strategies, articles, lobbying advocacy letters and talking points.

- Ensure appropriate monitoring, evaluation and learning as well as reporting of results from humanitarian advocacy undertaken in CI's Project and Program Information and Impact Reporting system (PIIRS).

### **KEY WORKING RELATIONSHIPS**

The UN Representative (Geneva) and Humanitarian Advocacy Policy Coordinator works with the CI UN Representative in New York, EU Representative in Brussels, CARE Emergency Group and in the CI Secretariat advocacy team on agreed common priority areas, ensuring that humanitarian advocacy is integrated as a key component of CI's advocacy. S/he will also closely collaborate with the Advocacy Working Group, the Humanitarian Working Group and the CI Head of Global Communications.

#### **Internal:**

- CI Director of Public Engagement
- CI Head of Global Advocacy
- CI Head of Emergency Operations
- CI Representative to the EU
- CI Representative to the UN in New York
- CI Senior EU Advocacy Officer
- CI Head of Communications & team
- CARE Emergency Group staff
- Advocacy staff of all CI members and country offices
- Other CI Secretariat staff as required

#### **External:**

- UN representative missions, governments, donors, multilateral agencies including major UN humanitarian agencies (UNICEF, WFP, UNOCHA, UNHCR) and other UN bodies (UN Women, the IASC secretariat, and the Peer2Peer project).
- Peer NGOs, NGO consortia, specialist project organizations and policy experts

### **Qualifications & experience:**

#### **Required**

- Relevant academic degree preferably at advanced level, or equivalent work experience in international relief and development, international relations, policy or related field, preferably with some humanitarian field experience, ideally at a senior level
- Minimum 5-7 years of experience in delivering humanitarian advocacy policy and lobbying
- Solid understanding of humanitarian advocacy principles and approaches and excellent communication skills
- Previous experience of building advocacy engagement strategies with demonstrable impact
- Proven ability to produce policy analysis, advocacy materials and to develop mechanisms to share and manage advocacy information and knowledge

CARE Australia • CARE Canada • CARE Danmark • CARE Deutschland-Luxemburg • CARE Egypt (Candidate) • CARE France • CARE India  
CARE Indonesia (Candidate) • CARE International Japan • CARE Maroc (Candidate) • CARE Nederland • CARE Norge • CARE Österreich •  
CARE Peru • Raks Thai Foundation • CARE International UK • CARE USA • Chrysalis (Affiliate)

- Strong knowledge of NGO humanitarian work as well the UN and multilateral institutions.

Work attributes:

- Proactive approach to work planning and prioritisation
- Ability to work under pressure and deliver to deadlines
- Excellent attention to detail
- Good communication and team-working skills
- Oral and written fluency in English
- Experience of successfully influencing staff at all levels within an organisation
- Demonstrable interest in, and knowledge of, CARE's work, international development and humanitarian relief.
- Positive attitude to building teamwork within the CI Secretariat and across the Confederation

English is our working language, proficiency in a second language such as Arabic, French or Spanish is desirable.

**Conditions:**

CARE offers the chance to work with a great team and make a difference to the world. In addition to a competitive salary, we offer generous holiday benefits and substantial pension contributions to the successful candidate.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

**How to Apply:**

Interested and qualified candidates should submit their CVs and a covering letter in English to [recruitment@careinternational.org](mailto:recruitment@careinternational.org) by **August 20th, 2019**. Only shortlisted candidates will be contacted.

**Please confirm that you have the right to live and work in the European Union & Switzerland.**

More information on CARE International is available at [www.care-international.org](http://www.care-international.org)

**CARE International Secretariat is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, to apply to become a part of the organization.**