

VACANCY NOTICE

May 15 2012

Position: Advocacy Officer in Ecumenical UN Office in New York

Location: New York

Timeframe September 2012 – December 2013 with possibility of extension

Main objective of the ACT presence in New York

Promote ACT Alliance advocacy objectives towards the United Nations bodies in New York.

Main tasks of ACT advocacy officer

- Establish and maintain relationships with key target groups in New York of ACT Alliance advocacy priorities.
- Represent ACT Alliance towards UN bodies and delegations on the basis of ACT positions and strategies, together with the head of office of the Ecumenical UN Office.
- Monitor policy processes at UN bodies and government delegations, analyse and report on developments to the rest of the alliance and ecumenical family on issues related to ACT's global and country-related advocacy priorities.
- Know and study policy processes and chains of influence and build strategies how best to promote ACT positions in the New York setting, together with WCC staff in the Ecumenical UN Office, other FBO and CSO representatives in New York and ACT secretariat and relevant bodies (eg. ACT forums).
- Implement advocacy initiatives on the advocacy priorities, including arranging interactive meetings with relevant target group representatives.
- Work closely with the head of office to find synergies and complementarities in the areas of work between ACT and WCC. Build other networks and alliances with states and CSO actors to have best impact on ACT positions.
- Take part in the coordination with the rest of the ACT Alliance and ecumenical advocacy structures and actors, to ensure efficient, strategic joint work at many fronts.

Main issues as defined by ACT Strategic Plan and ACT Governing Board decisions

- Humanitarian policy
- Climate change
- Country situations with ACT international level advocacy (Colombia, Haiti, Sudan, DRC, Middle East, Southern Africa)
- Development paradigm (esp. beyond 2015)
- Issues in which groups of ACT members are working (esp. Shrinking Political Space of CSOs)

For each of these topics, a separate advocacy strategy on the global ACT level is identified, including indications for the New York United Nations targeting. Main target groups may include United Nations General Assembly, Security Council, UN secretariat, NY headquarters of UN special organisations, and UN member state governments' representations to the UN.

Key Areas of Competency

- International development and humanitarian policy and international politics
- Multilateral policy-making, preferably at the UN New York setting
- Advocacy, negotiations, networking and representation (written and oral) skills
- Ability to perform in a multilateral, multicultural and ecumenical network
- Flexibility to adapt to reactive work demands and ability to work under pressure
- Strong interpersonal skills for collaborative team work and networking in a multi-cultural environment

Essential Qualifications and Experience

- University qualification (preferably at post-graduate level) in development, international relations or other relevant subject
- Minimum of five years experience in development, humanitarian and global justice related advocacy work
- Experience working with the United Nations and/or United Nations processes
- Proficiency in English is essential

Application Procedure: Applications can be made by sending a letter of application together with the CV, full contact details of referees to ACT Alliance, P O Box 2100, 1211 Genève 2 or to act@actalliance.org

Closing date for applications is June 18, 2012.

Note: only those short-listed for interview will be contacted.