

JOB DESCRIPTION

UN Programme Officer (UPR)

Purpose of job:

This is a full-time position within the team of ILGA. In coordination with the UN Programme & Advocacy Manager, the post holder will be responsible for ILGA's work on the United Nations Universal Periodic Review (UPR).

Reports to:

UN Programme and Advocacy Manager

Relationships with colleagues:

ILGA values creative and inclusive approaches to work and management that have been achieved through cross-service area working and participation of staff at all levels in the organisation. Staff have line management arrangements and specific key relationships which are detailed in their job descriptions but will also need to work collaboratively with their colleagues in order to achieve their agreed targets and outcomes to the required standards.

Key Relationships:

ILGA UN Programme and Advocacy Manager, ILGA Executive Director, other ILGA UN Programme Staff, Co-Secretaries General and other Board members, ILGA regional offices, Representatives of other Human Rights NGOs, both LGBTI and non-LGBTI, including ILGA member organizations.

Main Duties and responsibilities

1. Notify relevant ILGA member organizations and partners of upcoming deadlines and opportunities related to the UPR.
2. Support ILGA member organisations in submissions to and advocacy related to the UPR, both electronically and in person in Geneva.
3. Train and mentor ILGA member organisations in how to best-use the UPR, and also other parts of the UN system as relevant.
4. Encourage and support strategic and appropriate follow-up to UPR recommendations.
5. Develop contacts with governments in Geneva and in State capitals, to facilitate advocacy related to the UPR.
6. Develop and propose a budget and workplan, and carry-out UPR work within its remit.
7. Work collaboratively with those other organisations working on LGBTI human rights within the UPR.
8. Strategically identify and engage in future opportunities for the effective use of the UPR to further the human rights of LGBTI persons.
9. Assist in advocacy and coordination at the UN Human Rights Council, including facilitating the drafting of statements, arranging awareness-raising side events, and supporting engagement in interactive dialogues and general debate.
10. Carry out other UN-related activities as agreed with the UN Programme & Advocacy Manager.

Organizational development

1. To participate in conferences as required, including ILGA regional and world conferences, including assisting in workshops or trainings there as required.
2. Be accountable for the implementation of the annual work programmes in agreed areas
3. Prepare articles, reports (including reporting and grant application narrative about the UPR Programme to funders), discussion papers, briefs and other appropriate documents for meetings. Update the ILGA website with UPR-relevant information.

4. To assist, supervise and/or train colleagues, interns or volunteers as agreed with the UN Programme and Advocacy Manager

OTHER DUTIES AND OBLIGATIONS:

- Work as part of the ILGA staff team in ways that achieve agreed goals and objectives
- Actively participate as a member of the wider ILGA team with other employees, volunteers and Board members, to promote and achieve ILGA's objectives
- Ensure that all activities are carried out with full regard to ILGA's policies on diversity and equal opportunities
- Ensure compliance with such laws and regulations as may be applicable to the operations of the Service Area
- Undertake all duties in compliance with health and safety regulations and legislation
- Undertake other duties that may be reasonably required from time to time.

REQUIREMENTS

1. Excellent knowledge of the UN System, especially in relation to the Universal Periodic Review and Human Rights Council, ideally accompanied by direct experience in working for a relevant government department, NGO or UN Agency.
2. Knowledge of the international LGBTI movement and related human rights issues. First-hand experience in an LGBTI organization is highly desirable.
3. Fluent English, both written and oral. Fluency in Spanish and French are also highly desirable. Other UN languages an asset.
4. Availability for international travels related to the implementation of the programme.

STARTING DATE

1 December 2015, depending on availability.

WORKING HOURS

This is a full-time position.

REMUNERATION AND BENEFITS

The salary scale for the post is in the region CHF 60,000 - 66,000 (gross annual salary including holiday pay) depending on experience. The organisation offers 25 days annual leave, luncheon vouchers and covers local transport. Some relocation support to Geneva is also possible.