

Geneva, 16 May 2019

Franciscans International (FI) is seeking candidates for the position of

## UN Representative in New York

### Summary of the position

<b>Title:</b>	UN Representative in New York
<b>Department:</b>	Advocacy
<b>Location:</b>	New York, USA
<b>Reports to:</b>	International Advocacy Director in Geneva
<b>Contract:</b>	Permanent contract, with a 2-month probation period
<b>Work rate:</b>	Full-time
<b>Start of contract:</b>	August 2019 (or as early as possible for the successful candidate)

### Mission

The UN Representative in New York is responsible for **representing** FI's positions with relevant UN bodies and forums in New York, and thus **to contribute to the advocacy work** of the organization towards wider respect for human rights, peace, and environmental justice. The UN Representative is **a member of the Advocacy Team and works closely with other members of this team** to design and implement the collective plans, as well as to achieve the institutional advocacy objectives of FI under the supervision of the International Advocacy Director (IAD), who is located in Geneva.

### About Franciscans International

FI is an international non-governmental organization, with general consultative status at the United Nations, working for the promotion and protection of human rights. Since its establishment in 1989, FI has used advocacy as a tool to combat and curb human rights abuses. FI relies on the expertise and first-hand information of a large network of Franciscans and other partners, working with the most disadvantaged and marginalized individuals and groups in society. From its offices in Geneva and New York, FI works together with grassroots movements and national and international civil society organizations to advocate for structural change which addresses the root causes of injustice. FI promotes human rights at the heart of all policies and processes in the area of development, environment, and peace.

## **RESPONSIBILITIES**

- To represent the positions of FI and its partners within the UN system in New York;
- To participate in the elaboration of advocacy strategies and documents to promote FI's positions at the global level and within the UN system in New York, which includes the General Assembly, relevant subsidiary bodies of ECOSOC such as the High-Level Political Forum on Sustainable development and the Permanent Forum on Indigenous Issues, as well as the Security Council;
- To monitor relevant UN processes and alert colleagues on advocacy opportunities;
- To contribute to FI capacity-building activities organized for field and other partners, as required by the advocacy plans;
- To ensure the visibility of FI and its partners in relevant UN processes, including through organizing public events;
- To ensure the presence and active participation of FI in relevant civil society coalitions and networks;
- To coordinate the advocacy work of FI interns and volunteers working in the New York Office;
- To collaborate with FI fundraising and project management staff, as well as with finance and communications departments; and
- To perform all necessary administrative tasks.

## **EXPERIENCE, SKILLS AND QUALIFICATIONS REQUIRED**

### Experience

- Minimum of 5 years of similar experience in human rights advocacy in relevant institutions (e.g. non-governmental organizations, foundations, UN agencies, Church or Franciscan institutions, etc.);
- Proven track record of successful advocacy in a similar context;
- Solid formal and practical knowledge of the UN system in New York and understanding of human rights principles and their UN protection mechanisms in Geneva, especially within FI's areas of work;
- Substantial experience of accompanying grassroots partners to work with the UN; and
- A sound understanding of the international context in which human rights NGOs are operating and promoting their work.

### Professional and personal skills

- Ability to promote human rights advocacy positions compellingly with diplomats, UN officials and civil society partners;
- Strong interpersonal skills: ability to interact with a variety of actors, including field partners, and ability to work collaboratively in a multi-cultural environment;
- Excellent oral and written communication, with strong attention to details;
- Proven capacity to plan, prioritize and manage multiple, sometimes competing, tasks and demands efficiently in a challenging, fast-paced environment; and
- Enthusiastic and open-minded personality with a strong commitment to human rights.

### Education and Language

- Advanced degree in a relevant discipline, such as international human rights law or international relations (or an equivalent combination of higher education and experience);
- Excellent level of oral and written English (equivalent native speaker), knowledge of Spanish and French an asset; and
- Valid US work permit.

### **HOW TO APPLY**

Deadline: 23 June 2019

Send your CV with a 1-page cover letter (in English) to Mrs. Sandra Epal-Ratjen at [s.ratjen@fiop.org](mailto:s.ratjen@fiop.org). Please mention in the subject of the message "Vacancy: UN Representative New York".

Please send with your application:

- A writing sample in English, not edited by others;
- Two references with contact details – email, phone number, and working relation;
- Confirmation that you have a valid US work permit.

Interviews will be conducted in the first week of July 2019.

Only complete applications will be reviewed, and only shortlisted candidates will be contacted.

Franciscans International is an equal opportunity employer. All interested candidates matching the requirements are welcome to apply.