

Geneva, 12 February 2020

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

JUNIOR ADVOCACY OFFICER

About the Position

Title: Junior Advocacy Officer
Department: Advocacy
Location: Geneva, Switzerland
Reports to: International Advocacy Director
Contract: Full-time position, one-year contract
Expected start date: May 2020

Summary of the position

The Junior Advocacy Officer (JAO) supports the work of FI's advocacy team that encompasses the regional and global programs with activities carried out in Geneva and New York. In particular, the JAO contributes to: researching and drafting reports on situations of human rights violations in close collaboration with FI's field partners; using and interacting with the UN system and especially its human rights bodies in Geneva; facilitating meetings with diplomats and UN experts for our field partners coming to Geneva; developing training material and programs for our in-country missions; organizing the logistics of the visit of our partners to Geneva and New York, as well of FI staff to our countries of operation; analyzing and evaluating the impact of FI's advocacy work and communicating on this impact.

The JAO acts under the supervision and in cooperation with the International Advocacy Director (IAD); the JAO operates in compliance with FI Vision and Mission.

About Franciscans International

Franciscans International (FI) is an international non-governmental organization with general consultative status with the United Nations, working together with and on behalf of Franciscan orders and congregations, for the promotion and protection of human rights, as well as social and environmental justice. Since its establishment in 1989, FI has used advocacy as a tool to address and redress human rights abuses. 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 changes addressing the root causes of injustice. FI works to reclaim the central role of human rights in the formulation and framing of international and national public policies. We believe human rights standards must be at the heart of all political processes, in particular of those related to international development, the environment and security.

TASKS

- **Research and UN Reporting:** supporting the advocacy team in researching and reporting on situations in which human rights are violated, on the basis of first-hand information provided by field partners and corroborated by desk research; also contributing to the elaboration of briefings, communication pieces, and other advocacy and awareness-raising materials.
- **UN advocacy work:** contributing to the use and interaction with the UN system in Geneva and New York, and especially its human rights bodies in Geneva; assisting with preparations and monitoring of the UN Human Rights Council, Universal Periodic Review and Treaty Body sessions; actively participating in relevant UN meetings and debates; facilitating the travels of our field partners to Geneva and their meetings with diplomats and UN experts; supporting the organization of awareness-raising events and the drafting and delivery of statements.
- **Support the elaboration of material for workshops:** providing logistical support for the organization of workshops and trainings in FI's countries of operation; work with the advocacy team to develop and update/adapt material for these trainings, including specific material and information for the country and/or region.
- **Providing administrative and logistical assistance:** providing general administrative and logistical support to the advocacy team colleagues concerning travels and organizations of events, as required.
- **Planning, management and monitoring results:** as a member of the advocacy team, participating in planning, implementing and monitoring work plans and strategies; supporting the reporting, monitoring and evaluation processes in close collaboration with the Institutional Development Manager.
- **Communication:** contributing to the communication about the work of the advocacy team in close collaboration with FI's communications officer; in particular, drafting short texts about events for FI's website and social media, as requested.

PERSONAL EXPERIENCE AND COMPETENCES

- Strong commitment to human rights.
- Fair knowledge and understanding of major human rights issues in FI's thematic priorities such as human rights and sustainable development; human rights and climate change, business and human rights or migration and of the UN human rights system.
- Diligence in researching and handling of at times highly sensitive and confidential information.
- Strong commitment to carry out given tasks and achieve expected results respecting deadlines, with strong attention to detail.
- Ability to cope with challenges and to find solutions to unexpected problems, creative thinking.
- Good sense of humor.

PROFESSIONAL SKILLS

- Excellent language and writing skills in English, capacity to work in Spanish and/or French.
- A minimum of 1 year of experience in human rights advocacy and of the United Nations human rights system (including through internships).
- Degree in a relevant subject (international relations, law, human rights, development).
- Ability and willingness to work in a multicultural team.

HOW TO APPLY

Deadline: 15 March 2020

Send your CV with a **one-page** cover letter (all documents in English) to Ms. Sandra Epal-Ratjen at s.ratjen@fiop.org.

Please mention in the subject of the message "Vacancy: Junior Advocacy Officer".

In the cover letter/CV, please confirm that you have a valid Swiss work permit.

Franciscans International is an equal opportunity employer. All interested candidates matching the requirements are welcome to apply whatever their origin, gender, age, and belief. We thank all those who apply. Incomplete applications will not be reviewed, and **only shortlisted candidates will be contacted**.