



# Advocacy Manager, Geneva

Employment at Human Rights House Foundation

Deadline: 18 March 2019

**Human Rights House Foundation (HRHF) is looking for a resourceful and well-experienced candidate to manage all aspects of HRHF's advocacy programme, including line management of a small team. In addition to advocacy towards States and international organisations, the position entails working closely with Human Rights Houses (HRHs)/partners in the network of Human Rights Houses to develop and implement joint advocacy strategies within the countries where HRHs are located.**

<i>Position:</i>	<i>Advocacy Manager</i>
<i>Duration:</i>	<i>Permanent with a 6-month probation period</i>
<i>Reporting to:</i>	<i>Director (based in Oslo)</i>
<i>Occupation:</i>	<i>100%</i>
<i>Start:</i>	<i>As soon as possible</i>
<i>Location:</i>	<i>Geneva (Switzerland)</i>
<i>Travel:</i>	<i>Extensive travelling in Europe and overseas</i>
<i>Remuneration:</i>	<i>HRHF offers competitive salary and benefits according to the laws applied at the location, and compensation for travelling abroad.</i>

## About the position

The position manages all aspects of HRHF's Advocacy programme and includes:

- Strategic, operational and financial planning and reporting;
- Implementation and evaluation of the programme's activities towards UN, EU, CoE and OSCE;
- Co-ordination with other HRHF programmes;
- Ensuring systems and procedures that efficiently advance HRHF and our advocacy impact;
- Securing sustainable and good relations with stakeholders and partners

The advocacy manager oversees also the general operations of HRHF's office in Geneva, including staff management of 2-3 colleagues in Geneva and Brussels.

In addition to analysing and assessing the needs and opportunities for advocacy towards relevant States and international organisations, the advocacy manager works closely with HRHs and partners to develop joint advocacy strategies within the countries HRHs are located, as well as facilitating pilot-projects and capacity building of HRHs and HRHF.

Advocacy Manager is actively involved in fundraising for the programme and has a key role in communication of our initiatives and results on HRHF's platforms, including social media.

## About you

You are well-versed in the life-cycle of advocacy towards the different mechanisms for protecting and promoting human rights within the UN, Council of Europe and the EU; from identifying issues, opportunities and challenges, to impact assessment. You have a university degree in political sciences or law and more than 5-years work experience with human rights and advocacy. You have knowledge

of Eurasia region and preferably also human rights organisations in this region. You must be fluent in English. Speaking French and/or Russian is an advantage.

You have excellent external representational skills and a broad range of key level contacts and networks and you enjoy working with civil society. You can document solid managerial skills, know how to adjust to priorities and strategies and meet deadlines. Above all you must have the collaborative and creative approach needed to achieve good results for HRHF's Advocacy programme.

## **About Human Rights House Foundation**

Human Rights House Foundation (HRHF) is an international organisation which protects, empowers and supports human rights defenders and their organisations. To accomplish this, HRHF brings organisations together in Human Rights Houses and unites the Houses in an international network.

HRHF advocates with partner organisations to promote the freedoms of assembly, association, and expression, and the right to be a human rights defender at home and abroad, utilising its consultative status at the United Nations and participatory status at the Council of Europe.

Today, independent human rights organisations work together in 16 Human Rights Houses in 11 countries. The Houses are located in Eastern & Western Europe, the Caucasus, and the Balkans. HRHF has 15 staff and is based in Oslo, with an office in Geneva and representation in Brussels and Tbilisi.

## **About Application procedure**

Applications will be considered on a rolling basis. Application is to be submitted by email with the following documentation to Director Maria Dahle at [director@humanrightshouse.org](mailto:director@humanrightshouse.org), within 18 March 2019:

- Cover Letter (about 1 page);
- Curriculum Vitae (2 pages maximum);
- Names and contact details for minimum 2 references.