

## Vacancy: HRCnet coordinator



**Commencement:** August 2019

**Hours:** 80%, with possibility of increase to 100% subject to funding

**Based:** Geneva, Switzerland with some travel

**Team:** Programs

**Reports to:** ISHR Programme Director

**Applications:** Open now, and will close at midnight on 20 May 2019

The International Service for Human Rights, on behalf of '**Human Rights Council Network (HRCnet)**', is seeking a **Coordinator** to join its dynamic team.

### About HRCnet

HRCnet<sup>1</sup> is a coalition of national, regional and international NGOs engaging with the Human Rights Council. It was established in 2006 to enhance NGO engagement with the Council and to strengthen the Council's impact and influence on the ground, including by:

- enhancing access for rights holders from the Global South and their organisations and representatives;
- facilitating coordination and collaboration between international and regional NGOs;
- strengthening capacity to access and influence States, and harness civil society from all regions;
- supporting the advocacy objectives of individual members or groups of members; and
- pursuing collective advocacy objectives and priorities, according to specific demands and consensus.

Since the creation of the Human Rights Council, HRCnet members working in coordination and solidarity, or as a network, have contributed significantly to some of the most important initiatives and outputs of the Human Rights Council and its mechanisms, including through promoting accountability for gross human rights violations, strengthening protection of victims and rights holders, and safeguarding space for civil society at the UN.

HRCnet members have substantially shaped debates and made influential policy proposals on both thematic and institutional issues.

### About ISHR

Established in 1984, ISHR is a leading non-governmental organisation with offices in Geneva and New York. ISHR works to support human rights defenders, strengthen human rights laws and systems, and build and coordinate human rights coalitions.

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<sup>1</sup> Its current members are **Africa:** African Centre for Democracy and Human Rights Studies (The Gambia), DefendDefenders (East and Horn of African Human Rights Defenders Network) (Uganda), Southern African Human Rights Defenders Network (Zimbabwe), West African Human Rights Defenders Network (Togo), **Asia and the Pacific:** Asian Legal Resource Centre (Hong Kong, China), Asian Forum for Human Rights and Development (FORUM ASIA) (Thailand), Commonwealth Human Rights Initiative (India), Human Rights Law Centre (Australia), **Latin America:** Centro de Estudios Legales y Sociales (CELS) (Argentina), Conectas Direitos Humanos (Brazil), **Middle East and North Africa:** Cairo Institute for Human Rights Studies (Egypt), Egyptian Initiative for Personal Rights (Egypt), **International:** CIVICUS (South Africa), Human Rights Watch (USA), International Service for Human Rights (Switzerland), Open Society Foundations (USA)

## **Key responsibilities**

This position is hosted by ISHR in its Geneva Office but works with and for the network as a whole. The Coordinator will be accountable to and supervised by an ISHR Programme Director, and will be provided with guidance and direction from the membership of HRCnet as a whole or a sub-committee established for that purpose.

The aim of the position is to:

1. Support the effective engagement of HRCnet members with the Human Rights Council.
2. Support and improve cross regional advocacy by all or some members of HRCnet.
3. Carry out and support strategic institutional advocacy and advocacy on HRCnet priorities.

Accordingly, the position will involve the following responsibilities:

1. Regularly consult with and report to the membership, with a view to refine and further develop vision, objectives and strategies for the network;
2. Facilitate coordination, information sharing and strategising among members and assist to identify and pursue opportunities for collaboration and joint advocacy between members;
3. Facilitate the planning and convening of an annual strategic retreat and periodic videoconferences of members;
4. With the assistance of network members, seek additional funds and other forms of support to sustain and strengthen the network.
5. Provide some secretariat support to network members for activities in Geneva, such as the planning of side events, with priority given to those members without permanent representation in Geneva;
6. Collect and share information and intelligence regarding key Human Rights Council issues, debates and opportunities of interest or concern to HRCnet and its members;
7. Facilitate the identification of, and strategisation on, network priorities or joint activities and support and where relevant undertake advocacy on such priorities;
8. Such other things as may be reasonably requested from time to time or as may be necessary to the functioning of HRCnet or the hosting of the position by ISHR.

These responsibilities reflect the needs of HRCnet as they are currently identified. It is inherent to the position that it will evolve over time to reflect and best respond to changing needs and priorities.

## **Qualifications and experience**

It is highly desirable that the successful applicant has or can demonstrate:

- A degree or relevant qualifications in one of the following areas: law, international relations, journalism, politics or social science.
- At least 5 years' professional experience working to influence human rights laws, policies and institutions, preferably with NGOs, intergovernmental organisations, diplomatic missions or governments, including at least part at the national or regional levels in the Global South, preferably with an NGO;
- Substantial experience engaging with the Human Rights Council or related international human rights mechanisms;
- Proven track record in designing and implementing successful human rights programs, campaigns and initiatives, including experience in developing project applications and fundraising proposals to secure necessary resources;
- Experience in leading or contributing to successful networks or coalitions;
- A strong commitment to, and passion for, the principles and practice of human rights;
- Outstanding interpersonal skills and the ability to work collaboratively, flexibly and effectively in a small, dynamic team;

- Ability to think and act quickly, creatively and strategically under pressure;
- Ability to work autonomously and with limited supervision;
- Excellent oral and written communication in English with proficiency in a second UN language, particularly Spanish, Arabic or French being an advantage; and
- Capacity to travel overseas, sometimes at short notice.

### **Equal opportunity**

ISHR is an equal opportunity employer and actively seeks a diverse pool of applicants. For candidates outside Switzerland, ISHR may be able to assist employees with obtaining the necessary visas and work permits.

### **Salary**

ISHR seeks exceptional applicants and offers competitive salaries and benefits. A salary in the order of CHF 6,250-6,750 per month (CHF 75,000 to 81,000 per year) is envisaged, pro-rated for an 80% position.

### **Applications**

Please submit a cover letter, curriculum vitae and contact details for two recent professional referees by online application form at <https://www.ishr.ch/HRCnetCoordinator>. Applications are open now, and will close at midnight on 20 May 2019.

Only short-listed candidates will be contacted. For questions on the position or the process contact Michael Ineichen, at [m.ineichen@ishr.ch](mailto:m.ineichen@ishr.ch).