**CARE INTERNATIONAL SECRETARIAT**

**Position Title:** UN Representative New York, CARE International Secretariat

**Supervisor:** Director of Advocacy and Communications, CI Secretariat

**Location:**  New York, USA

**Type of Contract:** Contract managed by hiring office, following labour conditions and regulations adhered to by that office

**Travel:** Limited travel to other CARE Offices, events & programs, as necessary

1. **BACKGROUND AND OVERVIEW**

CARE’s vision is to seek a world of hope, inclusion, and social justice; where poverty has been overcome and people live in dignity and security. CARE puts gender equality, diversity, and inclusion at the centre of all we do because we know that we cannot overcome poverty and social injustice until all people have equal rights and opportunities*.* CARE’s Vision 2030 places gender equality at the heart of our ambitions and it radiates through all our work at the level of individuals, teams, the organisation, our programs and our partnerships.

CARE International (CI) is among the world’s largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 20 Members, Candidates and Affiliate, as both a practitioner and thought leader, CI’s work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members in areas including governance, strategic planning, communications, membership development, accountability and advocacy. CARE International is committed to gender equality and inclusion, gender justice, human rights and women’s and girls’ empowerment. This commitment is manifested at the individual and team level as well as in our programming, communications and advocacy.

**2. POSITION SUMMARY**

CARE International's UN Representative New York seeks to multiply the impact of our humanitarian action and long-term development programs by strategically engaging with the UN system, UN Member States and the international community in New York to advance the advocacy goals and priorities in CARE Vision 2030 and our Global Advocacy Roadmap. A deep knowledge of global humanitarian issues and significant experience in the delivery of principled humanitarian assistance in emergency contexts will equip the UN Representative to lead CARE’s global advocacy on the Women Peace and Security (WPS) agenda and contribute substantively to our work to advance gender equality and the empowerment of women and girls (GEEWG) across the triple nexus. S/he will have a track record of undertaking expert policy analysis, and developing targeted advocacy strategies and related advocacy products that influence multilateral policy outcomes. The post holder will also be adept at building and maintaining effective working relationships with a diverse range of policy makers and working in coalition with peer organisations in New York to maximise impact and provide opportunities for CARE-wide and partner-led advocacy at UNHQ.

The UN Representative will report to CI Secretariat's Director of Advocacy and Communications, who is also the Head of the New York Office. S/he will be a member of the Secretariat’s Advocacy and Communications Team, working closely with colleagues in CARE’s representative offices in Brussels and Geneva.

1. **MAIN RESPONSIBILITIES**
2. **High-level strategic representation: 25% of time**

* Build and strengthen collaborative high level relationshipswith UN policy makers and decision makers (including in the UN Secretariat, UN agencies, UN Member States) to advance CARE’s advocacy objectives, expand our network and increase our potential for influence.
* Represent CARE International at UNHQ and across a range of civil society coalitions including the NGOWG on Women Peace and Security and the NGOWG on the UN Security Council to advance CI’s global advocacy goals.
* Develop and lead the implementation of CARE International’s engagement framework at UNHQ that is aligned with CARE Vision 2030, CI’s Advocacy Roadmap and CI’s advocacy frameworks, policies and positions.

1. **Policy analysis and strategic influencing: 30%**

* Contribute to the development of and lead the implementation at UNHQ of global policies and positions across the humanitarian, development, peace.
* Provide timely and accurate written and oral updates and advice to CARE colleagues and relevant CARE partners that will advance our advocacy priorities, influence relevant policy and advocacy processes and multiply our potential for advocacy impact.
* Collaborate with CARE colleagues and INGO/NNGO peers in New York to develop and promote relevant evidence-based analysis (e.g. gender and conflict analysis) and policy recommendations that align with CI’s advocacy priorities regarding GEEWG and WPS; humanitarian access; conflict prevention, mitigation and resolution; and protection of civilians.

1. **Maintain the UN Office in New York as a key hub for CARE-wide and partner-led advocacy: 25%**

* Organize strategic meetings, events, delegations and other advocacy opportunities for CI’s local partners (especially women-led organisations), CI members and country offices to directly advocate with policy makers in New York and support them to maximally influence policy outcomes to advance our shared advocacy goals, particularly in relation to GEEWG and the WPS agenda.
* Line-manage the UN Policy and Advocacy Adviser in CI’s UNHQ Office and manage the recruitment and work of interns. Maintain a high-functioning and close-knit advocacy team in CI’s UN Office in New York, collaborating and coordinating with CUSA advocacy staff based in New York.
* Manage and deliver CI reporting and membership requirements related to the UN Office in New York including UN accreditation for CI (in collaboration with CI’s UN Rep. in Geneva), and organisations and networks in New York that CI is a member of.
* Participate in regular meetings of the CI Secretariat Advocacy and Communications Team, as well as relevant CI Secretariat staff meetings, including priority face-to-face meetings.

1. **Coordinate and lead CI's advocacy to advance the Women Peace and Security Agenda: 20%**

* Represent CARE on the NGO Working Group on WPS: take an active role in the work of the NGOWG on WPS to ensure its advocacy priorities align with or complement those of CI and our humanitarian and development partners; seek out advocacy opportunities for local women leaders who partner with CARE to directly advocate with UNSC members; and share intelligence and analysis from the NGOWG with the confederation and interested partners to inform our shared advocacy agenda.
* Coordinate with CARE country offices, CMPs and local partners who are implementing WPS programs at the national and regional level to integrate this evidence base and lessons learned into the WPS advocacy CARE is leading at UNHQ.

**4. KEY INTERNAL AND EXTERNAL WORKING RELATIONSHIPS**

**Internal:**

* CI Director of Advocacy and Communications
* CI Senior Humanitarian Policy & Advocacy Coordinator and UN Representative, Geneva
* CI Advocacy and Communications Team
* CI Advocacy Working Group, and advocacy leaders across the confederation

**External:**

* NGO Working Group on Women Peace and Security
* NGO Working Group on UN Security Council
* CARE’s INGO peers in New York

1. **QUALIFICATIONS (Key Selection criteria)**

**Essential technical competencies for the role**:

* Strong interest and personal commitment to CARE’s values, including decolonization of the humanitarian and development sectors, equitable partnerships, and promotion of GEEWG.
* In-depth knowledge of global humanitarian, development and conflict issues and experience in the application of relevant legal and normative frameworks, such as international human rights law, international humanitarian law and the WPS normative framework.
* Detailed understanding of the decision-making and policy processes of the UN system as they relate to humanitarian and development issues, Women Peace and Security, human rights, and how to influence them.
* Experience developing and implementing advocacy strategies designed to empower women and girls and promote gender equality across the humanitarian, development, peace nexus, and experience supporting local women’s organizations in their delivery.
* Experience solving complex issues through analysis, identification of a clear way forward and ensuring buy in.
* Superior oral and written communication and presentation skills.
* Fluency in written and spoken English.

**Other essential competencies for the role:**

* Diversity: A global citizen that seeks inspiration through working with diverse individuals and teams
* Inclusion: Committed to a just world where all people live in dignity and security and where equality is a reality

**Education and work experience:**

* Postgraduate degree level required or equivalent professional experience in a relevant field (development and / or humanitarian studies, human rights, gender studies, etc)
* At least 10 years’ experience working in the humanitarian and /or development sector, of which at least 5 years work experience is in the delivery of humanitarian assistance in an emergency context or an armed conflict
* Significant international advocacy and communications experience in the international development/ humanitarian/human rights sector, including proven experience advocating on gender equality and the empowerment and protection of women and girls. Experience in advocacy on WPS is a strong advantage.

**Languages:** As a global organisation we celebrate those that can bring different languages to the workplace. Our official working language is English, and fluency is required. Fluency in our other working languages (Arabic, French and Spanish) would be an advantage.

***We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the CARE Safeguarding Policy and related framework.***

***CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives, or partners. CARE International reserves the right to seek information from job applicants’ current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer.***

***By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.***

***All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We participate in the*** [***Inter Agency Misconduct Disclosure Scheme***](https://www.schr.info/the-misconduct-disclosure-scheme) ***and will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.***

**HOW TO APPLY**

Interested and qualified candidates should submit their **CV and a brief covering letter of interest in English to cirecruitment@careinternational.org by August 27, 2024.** Only short-listed candidates will be contacted. Only candidates with U.S. work authorization will be considered.

More Information on CARE International is available at [www.careinternational.org](http://www.careinternational.org)

***CARE puts gender equality and social justice at the front of our work. We seek to ensure that who we are as an organisation reflects our vision of a world where ALL people can live in dignity and security. Our diversity is our strength. We encourage people from all backgrounds, nationalities, abilities, beliefs, genders, and experiences to apply.***