



Programme Officer
Based in Geneva, Switzerland

Candidate Pack
December 2016

Are you proactive? Are you a visionary who likes the space to shape what you are doing? Are you an experienced advocate ready to negotiate with partner governments or the the UN? Do you understand the nuances and complexities of Children's Human Rights across the UN system? Are you knowledgeable about the complexities of working and operating in current geopolitical context? If so, this could be an amazing opportunity to make a difference and effect much change and progress on Children's Human Rights.

Child Rights Connect are seeking a Programme Officer for their team in Geneva.

You must be an excellent communicator, diplomatic, politically astute, with sound judgment and have the credibility and interpersonal skills to shape and actively move programmes forward together with a small team and global network.

About the Role

Child Rights Connect works to strengthen the understanding and realisation of children's human rights, and are determined to advocate, promote and defend this across the world through their global network of children's rights organisations, through the United Nations, and states.

Child Rights Connect is in the process of re-conceptualising its programme to better use the potential of its network for strengthening children's rights on the ground and at the UN level. The incumbent Programme Officer would be privileged to be directly involved at this challenging and exciting time.

The ideal candidate will have the ability and credibility to interact effectively with a broad range of stakeholders, including States, diplomats, UN agencies as well as NGOs (members and other partners), and to manage the implementation of multi-stakeholder projects linking activities at the international, regional and national levels.

The position requires excellent communication skills, a strong sense of initiative, good political sense and sensitivity to different cultures. It also requires flexibility and a strong ability to envision and develop concepts and ideas and shape the programme in cooperation with the team and the network.



About Child Rights Connect

Child Rights Connect is an independent, non-profit organisation founded in 1983. They are the largest international network for children's rights. Through their 87 member organisations, they reach out to almost every country on the globe.

Their mission is the realisation of children's rights through the United Nations human rights system.

The Secretariat team in Geneva, currently consisting of seven permanent staff members, is responsible to ensure the functioning of the network and to lead the implementation of the network's plans in cooperation with members towards achieving the strategic and annual objectives of the organisation.

Child Rights Connect is a highly regarded organisation and it offers the right person the opportunity to work for a fantastic cause of major importance on a global scale in an attractive working environment, with flexible and attractive working conditions and an extremely motivated team.



Context and Position

- The Convention on the Rights of the Child (CRC) and its Optional Protocols are a success story: the CRC is the most comprehensive and the most widely ratified human rights treaty. Every country in the world is reporting to the Committee on the Rights of the Child. This, together with the fact that today one third of the world's population are children (tendency increasing), and that the CRC are the central human rights treaty for the first and crucial part of the life of every human being, makes it a keystone in the international human rights framework.
- In spite of this significance of the CRC, children's human rights are seen and treated as a sub-theme, different or separate from human rights, much throughout the United Nations, among human rights organisations and human rights funders. Worse even: conservative and cultural relativism movements are using the argument of the right of children to protection for pushing forward their agenda – an agenda threatening to weaken and dismantle the human rights framework as a whole. There is a threat to their success, because of the weak awareness and

understanding of the meaning and potential of children's human rights among key actors within the UN, among states and even among human rights organisations.

- What's more, the realisation of children's human rights is also far from being satisfactory. Global threats such as climate change, violent conflict and mass migration hits the most marginalised and vulnerable groups the hardest, and that includes children. As a result of extreme poverty, social or political unrest, conflict or despotism, children's rights to be safe, let alone the right to thrive and achieve their full potential are not fulfilled. Even in seemingly stable rich countries, an increasing number of children are exposed to poverty, exclusion and abuse.
- Much work remains to be done by the large community of children's rights organisations, both with regard to decision makers at international, regional and national levels for changing policy frameworks for children and with regard to work aimed at immediate changes for children's lives. The interconnectedness of different mechanisms and actors in a world with increasing global threats require effective cooperation and concerted action among children's rights organisations.

Child Rights Connect is uniquely positioned to be a decisive actor for tackling these challenges at the international level. As a trusted partner of the United Nations human rights mechanisms in relation to children's rights, they speak with one voice to the UN, uniting the competencies, knowledge and voices of the largest children's rights community worldwide. With this position, they have the potential and responsibility to:

- Compile and channel relevant information on the situation of children from every part of the world, in order to influence the UN human rights mechanisms.
- Compile and channel outputs from the UN human rights mechanisms, in order to effect change for children on the ground.
- Empower children's rights defenders to engage with the UN human rights mechanisms.
- Protect and strengthen the international institutional framework for children's rights.
- Take a comprehensive approach to children's rights, promoting their indivisibility to ensure that they are taken into account as a whole within evolving international priorities.



Job Description

- JOB TITLE:** Programme Officer (80-100%, 32 – 40 hour week)
- STARTING DATE:** March 1 2017 or upon agreement
- LOCATION:** Geneva, Switzerland – Please note that you must have Swiss or EU citizenship or a valid permit to work in Switzerland
- REPORTS TO:** Director
- JOB PURPOSE:** To undertake and advance Child Rights Connect's advocacy work at the UN, generate advocacy materials, interact effectively with a broad range of stakeholders, including States, diplomats, UN agencies, as well as NGOs (members and other partners), and manage the implementation of multi-stakeholder projects linking activities at international, regional and national levels.

Person Specification

Essential Experience

- A minimum of five years of professional experience, of which a minimum two years of experience in advocacy at the international level and proven successful advocacy experience with governments and/or the UN.
- Excellent knowledge and understanding of UN human rights mechanisms, especially the Human Rights Council, the Universal Periodic Review and Special Procedures.
- Knowledge of and commitment to children's rights as human rights.
- Good project management skills and ability to coordinate and implement complex projects with multiple stakeholders.
- Ability to implement programmes and progress against objectives in complex situations.

- Analytical skills and strategic thinking; the ability to shape complex programmes and put them into practice in cooperation with the team and the network.
- Excellent English, both spoken and written.
- Excellent language skills in at least one other UN language, preferably Arabic. Knowledge of additional UN languages will be an asset.

Qualifications/ Education

- Postgraduate University Degree (Master or equivalent) in human rights, international law, international relations or other related disciplines.

Key Skills

- Proven motivation and commitment to work for the cause and mission of Child Rights Connect.
- Deep understanding of the United Nations system.
- Advocacy and the ability to communicate with credibility and conviction across international stakeholders, the UN system, partner governments, officials and diplomats.
- Proactive, visionary, diplomatic, politically astute, culturally aware and knowledgeable about global issues.
- Excellent written and verbal skills.
- Networking, influencing, negotiating and the ability to move programmes and people forward.
- Excellent interpersonal skills and demonstrated ability to establish effective working relations with colleagues and a wide range of partners and stakeholders in a multicultural and multilingual environment.
- Problem-solving attitude and the ability to make, communicate and implement decisions.
- Computer skills including Word, Excel, PowerPoint, basic website management and other applications.
- Cost-consciousness and a clear understanding of value for money issues.
- Strong organizational and time-management skills, including the ability to handle multiple tasks, prioritise and take initiative.
- Willingness and ability to work to tight deadlines and under pressure



How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, please complete our online application form and submit the following information – **preferably in MS Word**:

- An up-to-date curriculum vitae (of no more than 3-4 sides of A4)
- A detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable. (Please look at “Advice for Candidates” on the Oxford HR website for hints on how to write a successful statement).
- Reference to successful advocacy work (website, texts or the like)
- Certificates and job references, names and contact details
- The Oxford HR Online Form, which provides us with the key information we will need to take your application through to interview. Please note: also enclosed with this form is Oxford HR’s Equal Opportunities Form. You are under no obligation to complete this. Any information you do provide will only be used in accordance with the Data Protection Act 1998, and will remain confidential. It will not be used as part of the selection process.

N.B. The documents should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (yy/mm) e.g:

- Pat-Jones-CV-1612
- Pat-Jones-Statement-1612

Please note: If we ask about your nationality or right to work in the country where the job is based, it is because Switzerland has immigration restrictions which require us to know. Please indicate if you have a current right to work in any post, not just in your current post.

The above information should be submitted via Oxford HR’s online application form. Any queries should be sent to Toby Weaver or Mimi Sherpa of Oxford HR Consultants by email

to: **child-rights-connect@oxfordhr.co.uk**. Applications are welcome until the deadline of midnight GMT **15 January 2017**.

Next Steps

Oxford HR, together with Child Rights Connect, will then agree upon a longlist of candidates. These candidates will be invited to participate in a preliminary interview via Skype or telephonically with Oxford HR during the fortnight commencing 20 January 2016. A shortlist of candidates will then be selected and invited to interviews with Child Rights connect currently scheduled during weeks commencing 30 January 2016 with their Programme team in Geneva.

Equality Statement

Equality and diversity is at the core of Child Rights Connect values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

About Oxford HR

Oxford HR operates globally - mainly within the international development and related sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy. Oxford HR has many years of experience in recruitment as well as an extensive network of international development, corporate, public sector and academic contacts from across the world. We carry out comprehensive and international searches designed to meet the specific needs of our clients. Oxford HR's team members have significant personal experience of working in international development, as well as corporate and non - governmental sectors.

