**JOB DESCRIPTION**

**Position:** **UN Representative and Head of Office**

**Supervisor: CI Head of Global Advocacy**

**Unit: Advocacy Unit, CARE International Secretariat**

# Location: New York, NY

**Job Summary:**

CARE International (CI) is among the world’s largest international non-governmental humanitarian relief and development organisations. Drawing on its 70 years of experience as both a practitioner and thought leader, CI operates in more than 80 countries worldwide, responding to disasters and fighting poverty and social injustice with long term development programs. CI, through the confederation, is working to deliver on CARE 2020 Program Strategy goals, assuring standards and quality implementation and program delivery, as well as influencing policy at global, national and local levels.

As part of CARE International, the Representation Office to the United Nations (UN) in New York seeks to multiply the impact of our humanitarian action and long-term development programs by strategically engaging with the UN system, member states and the international community in New York, and providing opportunities for CARE–wide contributions.

The UN Representative and Head of Office is responsible for the Operation of the CI Representation Office to the UN. His/her main responsibilities are threefold: to lead strategic representation, communications and high-level relationships with UN institutions, diplomatic missions and key partners in New York to deliver on CI priorities; to optimise the organization’s influence on relevant policies made in the United Nations (UN) to advance CI’s advocacy priorities defined in the Program Strategy; and to facilitate and support the engagement of CARE members, country offices and CI Secretariat in New York level, establishing the office as a key hub for CARE-wide influencing work. The UN Representative to the UN works closely with UN institutions and key bodies such as the Office of the UN Secretary-General (OSG), UN Security Council (SC), Department of Peacekeeping Operations (DPKO), UN Women, UNICEF and Special Representatives of the Secretary-General. He/she also identifies and engages with key partners who can significantly support CI’s influencing goals. Main focus areas are humanitarian relief and gender equality and women’s empowerment, as well as cross cutting processes such as the sustainable development goals and agenda.

The UN Representative and Head of Office is part of the CI Secretariat based in Geneva and reports to the CI Head of Global Advocacy. As part of a decentralised network with CI members leading on specific priority areas and an important number of country offices, the UN Representative and Head of Office facilitates the engagement of different parts of the organization, including seconded staff, in influencing work in New York and in capitals.

**Areas of Responsibility:**

1. **Ensure strategic and high-level representation for CI**

* Monitor, analyse and inform CI on developments in relevant policy processes and bodies of the United Nations (UN), as well as key actors and partnerships that can significantly contribute to the advancement and impact of CI advocacy priorities identified in the context of the Program Strategy.
* Further develop and strengthen collaborative relationships with high-level officials in key UN bodies, member state missions and other potential partners based in New York who can support CI’s priorities for greater impact.
* Actively look for external opportunities for CI’s participation and regularly represent CI in high-level meetings, panels and processes that advance CI priorities and multiply CI’s reach and impact.
* Coordinate staff from members, COs and Secretariat entitled to represent CI in their areas and identify focal points for relevant agencies and actors, to ensure coherence, effectiveness and appropriate profiling of CARE (e.g. staff seconded on priority areas of the Program Strategy).
* Establish partnerships with, and ensure that CI is properly represented at, appropriate NGO fora in New York (NGO Working Group on the Security Council, Crisis Action, NGO Working Group on Women, Peace and Security and relevant ad hoc groups and New York - based institutions).
* Organize events (meetings, seminars, etc.) which serve to advance CI’s advocacy on CI priorities.

1. **Lead strategic engagement in the UN in support of CI’s global advocacy priorities**

* Develop and keep under review an overall strategy for CI’s engagement in New York with clear objectives, outcomes, distributed responsibilities, performance indicators and reporting.
* Develop, coordinate, support and keep under review strategies for CI engagement with the UN in New York on CI advocacy priority issues and events in the development and humanitarian fields, identifying opportunities to influence policies, objectives for CI interventions, possible partners, and specific ways and times to engage CI broadly.
* Lead efforts to influence key decision-makers in government Missions and UN Headquarters in the context of the above strategies, engaging relevant CIMs, COs and Secretariat, including: developing positions, letters and messages, and delivering them to key actors; organizing private and public meetings, networking and participating in relevant meetings and events; organise, guide and coordinate CI delegations to New York; share information across CI; and assess effectiveness and report on CI’s work in New York.
* Contribute to the development of global advocacy strategies and processes to enhance CI’s advocacy work, including through the CI Secretariat advocacy team and other relevant groups, and to building the capacity of CI staff in UN related work and engagement.
* Provide support to the CI Head, Global Advocacy as required.

1. **Facilitate and support engagement of CI members, country offices and Secretariat in policy and advocacy work in New York to advance CI global advocacy priorities**

* Identify opportunities and provide oversight and support to CI members, COs and Secretariat to engage actively in relevant New York based processes to advance agreed CI advocacy strategies on priority issues, thus establishing New York as a key hub for CARE-wide influencing work.
* Provide regular and timely information and intelligence about relevant developments in UN processes, including by engaging staff seconded by CIMs and COs to the New York office, including regular updates, briefs on meetings attended and intelligence gathered on key CI priority processes.
* Provide timely guidance to CI members, Country offices and CI Secretariat on relevant New York processes related to CI priorities.

1. **Work with Communications and Media Secretariat staff to contribute to external public messaging and positioning**

* Engage in public communications work in public messaging related to New York-based advocacy initiatives on selected priority opportunities with support from Communications and Media staff.

1. **Manage UN Representation office**

* Ensure that the New York Representation Office is run in an effective way and in compliance with CI internal rules and procedures.
* Engage CI members to second and deploy staff in the UN Representation office as part of the decentralized model of CARE Global.
* Manage recruitment, work-plan development, day-to-day work and appraisal of staff in the office, including CI UN Special Advisor, CIM staff seconded or working on behalf of CI in New York as well as temporary and part-time professional staff and interns.
* Lead the preparation of and reporting on annual operating plan and indicators for the New York Representation Office as an input to broader advocacy team plan and reports.
* Manage and report on the office’s budget.
* Manage and deliver CI corporate reports and accreditation processes with the UN and organizations and networks of which CI is a member.
* Participate in regular meetings of the CI Secretariat Advocacy Team, which includes Geneva, Brussels and New York, as well as on relevant CI Secretariat staff meetings, including priority face-to-face meetings.

**Key Internal Contacts:**

* CI Head, Global Advocacy
* CI Advocacy Coordinator
* CI Representative to the European Union (Brussels)
* CI Senior Humanitarian Policy and Advocacy Advisor
* CI Advocacy Heads and thematic advocacy coordinators
* CI Media and Communications team
* Senior CI staff in country and regional offices

**Key External Contacts:**

* Senior UN Officials, Permanent Representatives and experts of diplomatic missions to the UN
* Relevant policy think-tanks and partners
* Peer organizations and networks based in New York and New York - based institutions

**Reporting Lines:**

The UN representative and Head of Office will report to the CARE International Head of Global Advocacy. The CI UN Special Advisor will report to this role.

**Required Qualifications:**

* Degree in international relief and development sector, international relations, international law or related field

**Required Experience and Background:**

* At least five years’ experience in the international relief and development sector including in the development and successful implementation of advocacy and campaigning in a not-for-profit setting, in an international environment
* At least five years of management experience of remote and highly decentralized teams and networks delivering effectively on common goals and outcomes,
* In-depth understanding of the decision-making and international policy processes in the UN, and how these may be influenced.
* A good understanding of current issues and debates related to the priority areas identified in the context of CI’s Program Strategy.
* Proven management skills of decentralized teams and networks for collective impact
* Proven results-based management skills, including planning, budgeting, implementation, reporting and assessment, as well as related alignment of human resources and administration processes
* A good understanding of the strategic relationship between advocacy and the international media.
* Superior oral and written communication and presentation skills
* Fluent written and spoken English
* A second UN language would be a plus.

How to apply.

Interested and qualified candidates should submit their CVs and a cover letter in English addressing selection criteria and explaining their interest for this role to [cirecruitment@careinternational.org](mailto:cirecruitment@careinternational.org) by July 14, 2017.

Only short-listed candidates will be contacted. More information on CARE International is available at [www.care-international.org](http://www.care-international.org).