



## Humanitarian Advocacy Assistant M/F

Humanity & Inclusion – Handicap International is an independent and impartial international solidarity organization, which intervenes in situations of poverty and exclusion, conflicts, and disasters. Working alongside people with disabilities and vulnerable populations, it acts and speaks out to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

The network of eight national associations (Germany, Belgium, Canada, the United States, France, Luxembourg, the United Kingdom and Switzerland) works constantly to mobilize resources, to co-manage projects and to spread the principles and actions of the organization.

HI is committed to an employment policy in favour of persons with disabilities.

### Context & Mission

The Humanitarian Advocacy Assistant will join the Federal Advocacy and Institutional Relations (AIR) team at Humanity & Inclusion and will be based in Geneva, Switzerland.

Directly attached to the General Direction of Handicap International Federation, the Advocacy, and Institutional Relations team, is in charge of defining, implementing and coordinating HI global advocacy strategy. The role of the team is to achieve policy change in relation with HI areas of work and expertise, to promote and upholds the rights, dignity, and well-being of vulnerable populations. For this, the team connects with policy makers, engages in networks, participates in international events and conferences, mobilises the general public and the media.

The advocacy team is composed of 12 staff disseminated in 4 locations (Paris, Brussels, Geneva, Munich). The team works in close coordination with the various members of Handicap International's federal network, including the 8 national associations and the HI Institute, as well as HI programs, especially for evidence and information collection as well as the preparation and dissemination of advocacy messages.

Under the supervision of the Humanitarian Advocacy Officer, and in close collaboration with the other members of the Advocacy team, you will have the



opportunity to undertake various tasks and receive regular feedback on your performance to help improve your professional skills in the field of advocacy.

You will provide support in the development and implementation of humanitarian advocacy strategies on specific crises and the protection of humanitarian space, to achieve policy change objectives at the global level.

### **Task & responsibilities**

- Monitor the position of key stakeholders on specific crises and broader thematic issues (protection of civilians, humanitarian access, counter-terrorism measures, etc.)
- Identify relevant advocacy opportunities in Geneva.
- Conduct background research on thematic issues as well as on geopolitical contexts and crisis resolution mechanisms.
- Provide support in the development of advocacy-related materials and documents (reports, factsheets, statements, talking points, letters, notes, and briefings, etc.) in collaboration with the field teams.
- Assist in organizing advocacy events.
- Attend meetings and events, take notes, and provide detailed reports.

### **Requirements & Competencies**

- You are currently enrolled in a Bachelor's or Master's degree programme in a relevant field such as international relations, humanitarian affairs, or political science.
- You have a good understanding of humanitarian issues and relevant institutions, policies, and decision-making processes.
- You demonstrate strong organizational, analytical, and writing skills.
- You have excellent communication and interpersonal skills, coupled with the capacity to collaborate effectively within a team.
- You feel comfortable working within a multicultural environment.
- You are dynamic, self-organized, autonomous, and rigorous in your work.
- You are fluent in both written and spoken French and English.
- You are a proficient in using the Microsoft Office package.

Please note that only candidates who possess a **valid work permit** will be considered for this position.



## Conditions

- Type of contract: internship for 6 months
- Part-time : 80%
- Working hours: 32 hours a week
- Based in Geneva
- Ideal start date: 22.04.2024
- 5 weeks of annual leave
- Possibility to work partly in home office

For further information about the association: [www.hi.org](http://www.hi.org)

Please send your application in French or English with a cover letter (1 page maximum) and CV (2 pages maximum) **before March 29, 2024** to [recrutement.suisse@hi.org](mailto:recrutement.suisse@hi.org) with the following subject: "Internship application for Humanitarian Advocacy Assistant".

We reserve the right to close the position early if we consider the number and quality of applications received to be sufficient. Only shortlisted candidates will be contacted. We thank you for your understanding.