



Position: Program Assistant

The Sexual Rights Initiative (SRI) is a coalition of six national and regional organizations from all parts of the world with an office in Geneva, Switzerland that has been advocating for the advancement of human rights in relation to gender and sexuality at the UN Human Rights Council since 2006.

The SRI aims to advance sexual rights (broadly defined) as a particular set of rights and as a crosscutting issue within international law, specifically in the work of the UN Human Rights Council. The SRI's approach to advocacy combines feminist analysis with important normative advances in the recognition of human rights of women, marginalized communities and young people. The SRI further aims to create a political space for advocacy on sexual rights by bridging Southern, Northern and Eastern perspectives and incorporating diverse views.

The SRI is currently expanding its Geneva-based presence. We are seeking highly motivated, effective and experienced staff with a firm grounding in feminist principles and analysis to play important roles in achieving the goals of the coalition.

Terms of Reference

Working closely with SRI partners and the Geneva-based team, the key objective of this role is to support the advocacy advisors work to advance human rights related to sexuality, gender and reproduction. In addition, the Programme Assistant will be responsible for maintaining the SRI's online tools including databases and website, develop communications materials in collaboration with SRP Partner communications teams, and input into relevant communications strategies, ensure that diversity of SRI coalition partners' work and analysis is reflected in the work undertaken and bringing visibility to the work of SRI coalition partners as relevant and appropriate.

Responsibilities

Working closely with SRI partners and Geneva-based team and reporting to the Director of the SRI Office Geneva, the Programme Assistant will assume the following responsibilities:

- Support all advocacy advisors to identify strategic advocacy entry points in the various human rights mechanisms, including through the preparation of relevant advocacy materials.
- Support the SRI's Advocacy Advisor (Knowledge Translation and Special Procedures), collaborate with national NGOs to draft and submit shadow reports to relevant bodies, and, to support any follow up activities
- Support the SRI's Advocacy Advisor (Knowledge Translation and Special Procedures) with the SRI's partners communications teams in disseminating relevant, timely and accurate information to the SRI's partners and national organisations with whom they work.

- Support the SRI's Advocacy Advisor (UPR) prepare reports and advocacy materials and, support any follow up activities
- Support the SRI's Advocacy Advisor (TMB's) prepare reports and advocacy materials and, to support any follow up activities
- Support the SRI's Advocacy Advisor (Human Rights Council, World Health Assembly And UN Agencies) to prepare advocacy materials and mapping for relevant permanent missions and UN agencies.
- Assist in the preparation of background materials and organise logistical arrangements for seminars, retreats, meetings and briefings etc. in conjunction with the Administration Officer to relevant audiences which will include permanent missions, special procedures, treaty body members and NGOs;
- Monitor and disseminate information on opportunities, developments and initiatives via online platforms as relevant;
- Develop strong working relationships with the SRI coalition partners and bring attention to the structure of the SRI as a coalition of national and regional organizations;
- Ensure the SRI's UPR database and Laws and Policy's database are maintained and updated at regular intervals;
- In collaboration with the communications departments of the SRI Partners, and in particular Action Canada, ensure the SRI website is regularly updated to highlight latest developments and news, post HRC outcomes, post TMB reviews, UPR Outcomes and so on;
- Assist in the documentation of challenges, successes, opportunities and learnings of inter-linked advocacy in global, regional and national policy processes.

SRI Teamwork

All members of the SRI team in Geneva are expected to work collaboratively, to ensure strong communication and linkages between the SRI's streams of work and partners, and to actively support the achievement of the SRI's strategic goals as determined by the SRI partner organizations.

- Support SRI partners' and Geneva-based team's work at the Universal Periodic Review, UN Agencies and the Human Rights Council
- Provide input into policy briefs, position papers, shadow reports, and statements on sexual rights prepared by SRI partners and Geneva-based team;
- Monitor and report to SRI partners and Geneva-based team on developments, opportunities, initiatives, and emerging trends within the international human rights system;
- Develop and contribute to public communications from the SRI to different audiences;
- Develop relationships with key stakeholders at global and national levels, including relevant UN Agencies, Permanent Missions, Treaty Body Committee members, UN Experts and NGOs;
- Assist SRI coalition partners in their work to engage the international human rights system;
- Contribute to the development of SRI digital tools;
- Prepare regular activity reports for SRI partners and donors;
- Participate in SRI Geneva-based team meetings and SRI partner meetings;
- Perform other duties as required;
- Assist with planning and running events in Geneva organized by the SRI

Skills and Competencies

- Strong understanding and articulation of feminist principles and perspectives, sexual rights, intersectionality and decolonialist social justice movements;

- Demonstrated knowledge of international human rights mechanisms and instruments and how to use them to advance sexual rights;
- Demonstrated knowledge of relevant international organizations especially the UN Human Rights Council and its mechanisms
- Excellent writing and analytical skills in English and one other official UN language;
- Fluency Spanish, French or another UN official language considered an asset;
- Flexible and adaptive, able to respond quickly and effectively to changing circumstances;
- Commitment to working as part of a diverse and participatory team;
- Enjoy working collaboratively with a range of stakeholders;
- Ability to communicate and collaborate effectively with people from a range of national and cultural contexts;
- Excellent organizational skills and ability to prioritize work effectively;
- Strategic thinking, sound judgment and a very clear and focused approach;
- Sensitivity and a strong capacity for confidentiality, tact, discretion and diplomacy.

Experience

- A minimum of 1 years' experience in legal/policy analysis and advocacy on human rights related to sexuality, reproduction and gender;
- A minimum of 1 year working with feminist civil society organizations in the Global South;
- A degree in a related field such as Human Rights or Law (an advanced degree would be considered an asset)
- Experience working in coalition with diverse stakeholders to achieve a common goal;

Application process

Please send cover letter, CV and 3 references to jobs@srigenewa.com with subject line "**SRI Programme Assistant**" by close of business on **02 February 2018**.

Please also include where you heard about this opportunity in the body of your email.

The SRI encourages applications from members of historically marginalized communities.

Interviews will be conducted in early February and the position will commence as soon as possible thereafter.

We thank all applicants in advance.

PLEASE NOTE: only those candidates invited for an interview will be contacted.