

Global Policy Watch

Promoting accountability and supporting informed participation of civil society organizations in the monitoring and implementation of the 2030 Agenda for Sustainable Development, Financing for Development and UN reform processes 2019-2020

Job announcement

Posting Title

Programme Officer (full-time)

Location

New York City

Period

1 April 2019 - 31 December 2019 (option of extension until 31 December 2020, and beyond)

Organizational Setting and Reporting

The Programme Officer (PO) will work for Global Policy Watch. Global Policy Watch (www.globalpolicywatch.org) is a joint programme of Social Watch (www.socialwatch.org) and Global Policy Forum (www.globalpolicy.org) to promote accountability and support informed participation of civil society organizations in the monitoring and implementation of the 2030 Agenda for Sustainable Development, Financing for Development and UN reform processes.

The PO will be hired by Global Policy Forum and supervised by a joint programme team of both organizations.

Responsibilities

The Programme Officer (PO) is responsible for the following duties:

- 1. Monitoring:** The PO will systematically monitor the deliberations and negotiations about Agenda 2030, the Sustainable Development Goals, Financing for Development and the Reform of the United Nations (UN). She/he will regularly attend formal and informal sessions at the UN headquarters in NY, meet with diplomats and UN officials to inform civil society organisations (CSOS) inside and outside the Social Watch network about these proceedings as well as the follow-up activities. She/he will write briefs and papers on the state of the negotiations and implementation at

UN level (bi-weekly - monthly). Special alerts and briefings will be produced as needed.

2. **Advocacy:** The PO's knowledge of the UN procedures and policy processes will allow her/him to identify advocacy opportunities for CSOs, particularly Social Watch groups and coalitions. She/he will organize interactions to support CSO advocacy including meetings with delegations and UN Secretariat and drafting statements on key issues related to Agenda 2030 and FfD.
3. **Networking:** The PO will help to strengthen the capacity of civil society coalitions for cross-sectoral networking with other organisations and social movements that are active in the fields of environment, development, gender equality, economics/finance and human rights. She/he will organize networking meetings linked to key events (e.g. HLPF, FfD, etc.) and participate in networking meetings in New York (parallel to UN meetings).
4. **Outreach:** The PO will inform civil society organisations inside and outside the Social Watch network about the FfD- and Agenda 2030 discussions and related activities at national and regional level, in order to promote their active engagement at national, regional and international levels. She/he will write articles and notes to be distributed, inter alia, in the SW and GPF Newsletters, on the websites and through social media (Twitter, Facebook etc.). The PO will update regularly a database of contacts, target information distribution, and respond to inquiries directed to the NY office. She/he will support outreach activities in New York of SW and GPF.
5. **Administration:** The PO will be involved in all activities related to the management of the Global Policy Watch programme, incl. regular reporting to SW/GPF, financial reporting, fundraising and office administration.

Competencies

1. **Professionalism:** Broad knowledge of development issues with focus on poverty, economics, gender, social justice, human rights and sustainability. Excellent verbal and written communications skills. Ability to conduct independent research. Ability to meet commitments, observe deadlines and achieve results. Persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
2. **Teamwork:** Excellent inter-personal skills and ability to work collaboratively with colleagues, institutional partners, and others from diverse cultural backgrounds to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
3. **Education:** Advanced university degree (Masters or equivalent) in a field related to public policy, international affairs, social sciences, or qualifying experience.

4. **Work Experience:** Background of monitoring and advocacy and working with civil society and/or social movements; Familiarity with policy making processes; significant experience with advocacy within the UN system.
5. **Languages:** For the post advertised, fluency in oral and written English and excellent writing skills are required. Knowledge of a second official UN language is an advantage.
6. **Visa:** The candidate must be legally entitled to work in the United States (US citizenship, Permanent Resident Card, or equivalent)

Compensation

Competitive salary and benefits

How to apply

Candidates should submit their application by **20 February 2019**. Interviews will take place immediately after. Candidates should be available to begin work as early as possible.

If you are interested in applying, please send the following:

- Curriculum Vitae
- Cover letter describing your interest in the position and relevant qualifications and experience.

Applications must be sent before **20 February 2019** and must be addressed to Ms. Ana Zeballos (anaclau@item.org.uy).