

# Terms of Reference

## UN Advocacy and Communications Officer

### Background

Geneva Call is an international humanitarian organization striving to enhance the protection of civilians in conflict contexts. Geneva Call carries out a humanitarian dialogue with armed groups and *de facto* authorities (AGDAs) for them to be aware and better comply with international humanitarian norms and principles. Geneva Call is headquartered in Geneva and works in 16 conflict contexts in South-East and Central Asia, Middle East, Africa, and Latin America.

Watchlist on Children and Armed Conflict ('Watchlist') is an international network of nongovernmental organizations (NGOs) striving to end violations against children during armed conflicts and to guarantee their rights. Watchlist strategically collects and disseminates information on violations against children in conflicts to influence key decision makers, in order to create and implement programs and policies that effectively protect children. Established in 2001, Watchlist is the leading NGO advocacy network working alongside the UN to push the UN's Children and Armed Conflict agenda forward. Watchlist is a fiscally sponsored project of United Charitable, a US based 501(c)3 not-for-profit organization, which would be the official employer. An Advisory Board comprised of leading international human rights and humanitarian NGOs provides general supervision, and Watchlist's Associate Members frequently collaborate on advocacy initiatives

Geneva Call and Watchlist are looking for a UN Advocacy and Communications Officer (UNACO) to be based in New York. 50% of the position will be dedicated to leading Geneva Call's groundwork engagement within the UN while the other 50% will be dedicated to advancing Watchlist's overall communication activities. The position be hosted and administered by Watchlist

At Geneva Call, the UN Advocacy and Communications Officer will be part of Geneva Call's Global Engagement Unit, which is part of the Director-General Office and leads the organization's global advocacy and communications efforts; while at Watchlist, the UNACO will report to its Director, in coordination with Watchlist's Global Advocacy Advisor.

The UNACO is an exempt position. Exempt employees are expected to work the appropriate and necessary time to complete key assignments and related tasks on schedule.

### Main responsibilities

#### Engagement and advocacy (Geneva Call – 50% of time)

- Establish, maintain and develop a robust network of relevant contacts within the United Nations relevant bodies and units (OCHA, UNICEF, SRSG, ECOSOC, Secretariat), Member States Representations, including but not limited to Geneva Call's partners, as well as relevant New York based think tanks and CSOs.
- Represent Geneva Call in a wide array of meetings, events and coordination foras.
- Monitor and track relevant events and policy discussions related to Geneva Call's field of expertise. Proactively inform Geneva Call accordingly with the proposed set of action.

- Advise and provide recommendations as to opportunities for Geneva Call's input into such events and discussions. This includes close coordination and anticipation with Geneva Call HQ and field offices.
- Plan and actively participate in the conceptualization of events or other advocacy activities. This includes but is not limited to Geneva Call's participation in the UN Protection of Civilian Week and the United Nations General Assembly.
- Plan and coordinate visits from Geneva Call Senior representatives, including the Director General.

#### Communications (Watchlist - 50% of time)

- In coordination with Watchlist Director and Advocacy team, develop communications strategy to support Watchlist's organization goals.
- Develop and disseminate a wide range of communications outputs to support Watchlist's activities or events. This includes social media posts, media advisory and event support materials.
- Manage Watchlist's social media accounts, produce content, increase its visibility and impact.
- Provide support to Watchlist's events or meetings as required.
- Copy-edit reports, policy briefs and other relevant documents. Draft summary communication materials as needed (i.e. summary reports, op-eds, blogs, press releases).
- Prepare and manage electronic mailings, including Watchlist's advocacy updates, quarterly newsletters and other publications, and maintain and periodically update Watchlist's distribution lists.
- Maintain and update Watchlist's website, including advocacy update, reports, press releases, and other publications.
- Liaise with consultants related to communications, including website manager and graphic designer for reports.

#### Internal coordination

- Take part in coordination meetings with Geneva Call's Director General and the Global Engagement Units and with Watchlist's team.
- Proactively reach out to Geneva Call's HQ or field colleagues to inform them of important developments or opportunities for Geneva Call in New York.
- Coordinate with Watchlist's advocacy team to develop key advocacy messages to be shared widely.
- Travel at least once a year to Geneva Call's HQ to attend annual retreat or other coordination meetings.

## Qualifications

Relevant experience and qualifications may include but is not limited to the following:

### Education

- Master's degree or equivalent or bachelor's with 4-5 years of experience of experience in fields related to global advocacy, communications, or public affairs with exposure to humanitarian or peace and security affairs

### Experience

- At least 4 years of professional experience with gradual responsibilities in non-profit organizations or governmental entities.
- Experience in New York based advocacy or communications activities.

### Competencies

- English proficiency. Other languages competences such as French, Spanish, Arabic or German are an asset.
- Dynamic, pro-active and result oriented.
- Political sensitivity and awareness; tact and diplomacy
- Strategic thinker and creative.
- Expert understanding of United Nations bodies, procedures and processes related to humanitarian, peace and security affairs.
- Ability to self-manage, work under pressure and deliver under tight deadlines.
- Robust knowledge of international humanitarian, peace, development and security work.
- Professional command of communications tools, including digital tools and related software.
- Ability to produce and deliver clear and concise presentations; advanced public speaking skills, including media engagement.
- Advanced writing and editorial skills.

### **Physical Demands:**

Must be able to sit and key data into computer and read computer screen. Must be able and willing to travel occasionally. Travel can include international destinations to conflict-affected countries.

### **Work Environment:**

The successful candidate will be expected to work from Watchlist's New York office, on a hybrid basis with occasional off-site meetings nearby. Work is generally sedentary in nature and primarily performed within an office environment, with standard office equipment available.

**Applicants must have the legal right to work in the United States.** Watchlist on Children and Armed Conflict, a program of United Charitable, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable

accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

**Annual Salary Range:** \$78,000-83,000

**How to Apply:**

To be considered for this position, please send application materials via email, with the subject line “[Your name] – UN Advocacy and Communications Officer” to [watchlist@watchlist.org](mailto:watchlist@watchlist.org). All applications must include:

- A résumé;
- A thoughtful cover letter detailing relevant skills, experience, and salary requirements; and
- One brief, unedited writing sample (approximately three to five pages).

**Applications will be reviewed on a rolling basis; however, the final deadline to apply is February 7, 2025. No phone calls please. Only short-listed candidates will be contacted. The candidate is expected to begin as soon as possible.**