

EMPLOYMENT OPPORTUNITY

Officer - Advocacy, Watchlist on Children and Armed Conflict

BACKGROUND:

[Watchlist on Children and Armed Conflict](#) (Watchlist) strives to end violations against children in armed conflict and to guarantee their rights. As a global network, the Watchlist builds partnerships among local, national, and international nongovernmental organizations, enhancing mutual capacities and strengths. Working together, we collect and disseminate information on violations against children in conflicts in order to influence key decision-makers to create and implement programs and policies that effectively protect children.

SCOPE OF WORK:

The Advocacy Officer's role is to advance Watchlist's priorities with the Security Council, UN missions, UN agencies, the International Criminal Court (ICC), and as needed, the General Assembly and other relevant international organizations. The Advocacy Officer will lead the design and implementation of the organization's advocacy strategies under supervision of the Watchlist Executive Director and in close coordination with Watchlist staff and Advisory Board. The Advocacy Officer is expected to serve as an expert voice on issues of concern to children affected by armed conflict in order to advocate effectively for the organization. The Advocacy Officer is based in New York and reports to the Executive Director.

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

ESSENTIAL JOB FUNCTIONS:

- Lead initiatives to advance the children and armed conflict agenda at the UN and related bodies in close coordination with Watchlist staff, Advisory Board, Associate Members, and field-based partners.
- Develop and implement advocacy initiatives with the UN Security Council, friendly Member States and key UN agencies and other regional organizations such as NATO; Influence accountability mechanisms through the International Criminal Court and other relevant institutions.
- Develop and strengthen relationships with the diplomatic and humanitarian communities globally, especially in New York.
- Cultivate and engage a network of global and field-based NGOs in the identification of advocacy objectives, messaging, and strategies concerning the situation of children affected by armed conflict in country situations on the UN Security Council's children and armed conflict agenda, as well as possible emerging conflict situations, including through participation on relevant working groups or steering committees with partner organizations and networks.
- Prepare monthly advocacy updates, position papers, briefing memos, and letters for the UN Security Council and other advocacy targets, as well as materials for targeted to the media and the public.

- Organize workshops and informational and advocacy meetings with Security Council and other Member States that advance the Watchlist network's advocacy goals.
- Support the Research Officer in the development of advocacy strategies, initiatives, and documents related to the Field Monitor-reports.
- Support the Development Officer in liaising with donors, providing input for grant proposals and other relevant information and relationships as needed.
- Support the Partnerships Officer in the development of joint country-specific advocacy with partners, as well as in the formulation of advocacy points for UNICEF, the Department of Peacekeeping Operations and the Office of the Special Representative to the Secretary-General for Children and Armed Conflict to improve technical aspects of the UN's Monitoring and Reporting Mechanism (MRM).
- Coordinate with the relevant staff in the development, update, and management of Watchlist's social media activities, web site, smartphone application, and other tools.
- Monitor and evaluate the outcomes of Watchlist's advocacy and contribute to the organization's learning process.
- Contribute to other areas of Watchlist work as appropriate, such as the development of periodic policy papers, case studies, blogs, general communications, and fundraising efforts.
- Periodic travel as required.

REQUIREMENTS:

1. Master's Degree in international affairs, international law, political science, or related field.
2. Minimum 5 years of relevant work experience, including at least 3 years progressive non-profit work experience with advocacy and human rights/humanitarian issues.
3. Knowledge of the UN system, international justice, peace processes, international human rights, and humanitarian law. Demonstrated experience designing and implementing advocacy strategies targeted at the UN and other key decision-makers.
4. Expertise on child protection issues in conflict and humanitarian settings, and international justice systems.
5. Superb communication skills, including written and verbal; proven ability to communicate effectively with multiple audiences ranging from diplomats to public audiences, and to produce persuasive written advocacy materials for a range of audiences.
6. Solid diplomatic skills; must be able to manage a variety of internal and external relationships in a cross-cultural professional environment and represent the organization with senior level diplomats and other decision-makers.
7. Strong coordination and organization skills; demonstrated record of successful internal and external coordination. Officer must be able to work with minimum supervision.
8. Solid computer skills: ability to work effectively and accurately with MS Word, Excel, and social media applications.
9. Must be able to read, write, and communicate fluently in English; additional working knowledge of French, Spanish, or Arabic will be an advantage.

Applicants must have the legal right to work in the US. We are 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.

Reports to: Executive Director, Watchlist on Children and Armed Conflict
Position: Regular, Full-time
Location: New York, NY
Deadline to Apply: 6 April 2018

**To apply, submit a résumé, cover letter, one unedited 3-page writing sample and salary requirements
via email to:**

Bonnie Berry, Watchlist Program Manager
E-mail: bonnieb@watchlist.org - Facsimile: 212.972.0701