

Job description: Policy Coordinator

Summary of position

The International Association of Professionals in Humanitarian Assistance and Protection (PHAP) is looking for an experienced policy professional to support the association's efforts to foster new perspectives on critical issues affecting the humanitarian sector through inclusive and objective discussion. This is a new position.

Building on the association's trend monitoring efforts, the Policy Coordinator will analyze a variety of emerging and developing challenges affecting humanitarian work. When priority issues are identified, the Policy Coordinator is accountable for setting up and supporting issue-focused member committees, assisting in organizing their discussions and supporting the association's efforts to engage on priority policy issues.

Duties and responsibilities

- Manage process for identifying priority policy issues affecting humanitarian work in which the association should engage, as well as the process for retiring them when appropriate.
- Recruit member experts to participate in issue-specific committees.
- Develop and maintain guidance for issue-specific committees on potential ways for the association to engage on a policy issue, in line with its mission and objectives.
- Compile and analyse policy inputs and prepare briefings and reports to support the work of issue-specific committees and the association's capacity building efforts more generally.
- Prepare and facilitate the meetings, discussions, and follow-up actions of issue-specific committees (prepare background documents, develop agendas, draft reports and action plans).
- Support the implementation of the committees' plans, including the organization and facilitation of in-person and online events, preparing statements, developing collaborations with research and policy organizations, producing publications, developing funding proposals for specific policy initiatives, etc.
- Produce analysis and commentary on PHAP trend monitoring and policy engagement activities.
- Represent the work of the PHAP committees at external meetings.
- Contribute to the impact evaluation of the association's engagement on specific policy issues.
- Contribute to the development and management of new policy-related program activities as appropriate.
- Contribute to the association's other activities as relevant, including communities, courses, and communications.

Qualifications

Required:

- Sophisticated understanding of current policy issues and processes relevant to humanitarian action at the international and local levels.
- Significant policy research and analysis experience, with expertise in humanitarian policy issues.
- Demonstrated analytic, leadership, negotiation, organization, and problem-solving skills, including the ability to think and plan strategically in the context of organizational goals.

- Experience of event design, organization, and facilitation.
- Ability to facilitate the engagement of large, diverse, and geographically dispersed groups of experts and other community members over time.
- High professional standards and strong work ethic.
- Strong written and verbal communication skills in English.
- At least five years' professional experience working on humanitarian policy issues.

Preferred:

- Experience of working for a professional association
- Education in Political Science, Public Policy, or Journalism
- Professional fluency in French (other languages a plus)

Conditions

- Location: Geneva, Switzerland
- Reports to: Executive Director
- Starting date: April 2017
- Full-time schedule of five days (40 hours) per week
- Frequent international travel required
- Monthly salary: 5'500 – 6'500 CHF, depending on experience

PHAP's aim is to find a suitable candidate who possesses Swiss or EU citizenship, or who already holds a valid residency/work permit for Switzerland (for more information, visit <http://ge.ch/population/prestations-europeen> or <https://www.sem.admin.ch/sem/en/home/themen/arbeit.html>).

Application Procedure

DEADLINE: Sunday, 12 March 2017, 23:59 GMT

Please submit your application at <http://phap-recruitment.policy-coordinator-2017.sgizmo.com/s3/>

You will be asked to do the following:

- Upload your CV/résumé
- Upload your cover letter
- Submit brief responses to the following questions:
 1. Briefly describe your professional experience related to policy processes relevant to humanitarian action.
 2. Briefly describe your experience of designing, organizing, and facilitating events.
 3. Briefly describe how you have facilitated the engagement of groups of experts and other community members in your work.

Shortlisted candidates will be invited for an interview, in person or by phone/Skype. Prior to being invited for an interview, shortlisted candidates will also be asked to take assessments (MCQ format) in Understanding the Humanitarian Ecosystem, International Legal Frameworks for Humanitarian Action, and Applying Humanitarian Principles in Practice.

Applications will be reviewed on a rolling basis, so interested individuals are encouraged to apply as early as possible before the deadline.

Please do not contact PHAP about the status of your application – all candidates will be notified within one month after the deadline.