



## HR firm

SPECIALIST OF THE HUMANITARIAN SECTOR

IS RECRUITING ON BEHALF OF



HANDICAP INTERNATIONAL

# POLICY & ADVOCACY ADVISOR - UKRAINE

Would you like to join an NGO specializing in providing access to humanitarian aid the most vulnerable people ?

Are you specialized in international advocacy ?

Would you like to make a contribution to humanitarian aid for the war in Ukraine ?

## THE JOB IS FOR YOU !

Contract duration	Short term contract
Duty Station	Vinnytsia, Ukraine
Minimum Experience	3 years
Date of start	ASAP
Deadline to apply	07/07/22
Duration of the mission	7 months (until 31/12/22)

## About

### HANDICAP INTERNATIONAL

Handicap International is an independent international solidarity organization that intervenes in situations of poverty and exclusion, conflicts and natural disasters.

We are specialized in humanitarian aid to people with disabilities and vulnerable populations. Our mission focuses on improving their living conditions and promoting respect for their dignity and fundamental rights.

With more than 4,000 employees around the world, we operate in dozens of countries, on 4 continents. In our areas of intervention, we work in direct implementation, and we provide a multi-sectoral humanitarian response to refugee, displaced or disaster-stricken populations.

## Context of the position in Ukraine

In Ukraine, we are developing programs in the following areas :

1. **Health** : Support for hospitals on emergency physical rehabilitation, particularly for war-wounded ; Psycho-social support for teams and victims ; Support for collective centers and institutions dedicated to people with disabilities.
2. **Primary needs** : Multipurpose financial assistance and distribution of WASH and NFI kits either to households or to collective centers.
3. **Protection** : Development of the accessibility of humanitarian aid.
4. **Reduction of armed violence** : Education and awareness on the risks associated with the use of weapons of war (explosives, armed violence, etc.)
5. **Logistical support** : Storage for the transport of humanitarian material and including the cold chain, medical equipment and medicines, transport service to go further east.

The budget for the mission in Ukraine (with an associated program in Moldova) amounts to 9M euros in 2022. The main donors are ADH, MAE, 12/12 and ECHO.

The team is currently made up of 30 international employees and 200 national staff.

The bases are located in Chernivtsi, Vinnitsia, Dnipro. The coordination for the moment is in Chernivtsi. The target audience are refugees, especially those in a situation of vulnerability and/or disability. Interventions are in the west for the displaced and in the east for the displaced and the local population.

## Your main responsibilities

The Policy and Advocacy Advisor works under the responsibility of the Program Manager and in close collaboration with the HI Institute on Humanitarian Action and the Federal Advocacy and Institutional Relations team (AIR).

She/he contributes to the design, implementation and follow-up of HI policy and advocacy strategies related to a specific crisis, on national, regional and international levels.

She/he will also be link to the Advocacy Working Group in place.

### **Mission 1. STRATEGY AND STEERING**

#### **Analyse the humanitarian environment and define HI positions**

- Monitor and analyze the humanitarian context, architecture and actors at play to identify the main positioning issues to ensure a principled humanitarian action
- Define and produce policy papers laying down HI positions in accordance with HI ethical guidelines and principles of intervention, liaising with relevant stakeholders at programme level (PD/AM) and HQ levels (HI Institute and AIR)
- Undertake research and provide recommendations based on ethical guidelines

#### **Develop and update advocacy strategies and action plans**

- Work with the AIR team on developing and updating the joint advocacy strategy related to the crisis and ensure it is consistent across national, regional and international levels

- Lead the design and implementation of coordinated advocacy action plans at regional and national levels, and ensure they are properly implemented, in compliance with HI advocacy quality standards and procedures

#### **Ensure that advocacy is based on reliable and up-to-date evidence and data**

- Regularly liaise with key operational staff and external stakeholders to gather timely information and data to feed into federal and country-based advocacy strategies
- Ensure that the programme produces reliable and consistent data for advocacy purposes also and that it is shared with the AIR team
- Work with the programme on the adoption of sensitive data collection methods, in collaboration with HI protection and MEAL teams
- Lead or contribute to the preparation of advocacy tools (reports, briefing papers, talking points, medias/social media tools), in collaboration with the AIR team and HI federal Communication team

## **Mission 2. OPERATIONAL IMPLEMENTATION**

#### **Organize the effective influence and outreach of HI vis-à-vis key decision-makers and networks**

- Engage in relevant fora, networks and coalitions or with key partners at national and regional levels to feed the analyses and promote HI positions; identify opportunities for, and collaborate with the AIR team on, collective advocacy initiatives
- Maintain contacts with key decision makers at national and regional levels through regular meetings and exchanges

#### **Ensure HI internal communication and ownership**

- Disseminate advocacy related information within the HI network through appropriate channels, including by feeding HI internal communication tools and platforms
- Contribute to internal advocacy related working structures, and other relevant internal meetings to provide updated information and discuss advocacy developments ; liaise as necessary with AIR, Federal Communication, HI Institute, or National Associations

#### **Contribute to fundraising efforts**

- Identify funding opportunities for advocacy and positioning activities and staff, including through incorporating advocacy activities into field projects and new project proposals

## **Mission 3. STANDARDS AND EXPERTISE**

#### **Contribute to raising the quality and internal ownership of HI advocacy work**

- Comply with and promote HI quality standards and internal procedures relating to advocacy
- Report to line manager and the AIR Humanitarian Advocacy Manager any issues of compliance
- Contribute to the design and delivery of presentations and training tools on advocacy
- Provide advocacy-related inputs into internal processes as requested

# Your profile

## TECHNICAL SKILLS / KNOW HOW

- You have a Master 2 in Humanitarian action, in Advocacy and Public Affairs or in project cycle management (Bioforce)

## EDUCATIONAL BACKGROUND

- **Knowledge of advocacy techniques**
- **Knowledge of the humanitarian environment and its challenges**
- **Sense of synthesis and analysis**
- **In-depth knowledge of international humanitarian law and principles**
- **Excellent writing and synthesis skills**
- **Good knowledge of data collection and processing in the context of war**
- **Fluency in English (read, written, spoken)**
- Computer proficiency, including common software (Word, Excel, Outlook, etc.)
- Knowledge of disarmament and disability issues
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## PROFESSIONAL EXPERIENCE

- **Experience of at least 3 years in similar functions in international advocacy or in protection programs**
- **Experience in the field of Disability would be a plus**
- **Experience in contexts of urban warfare (such as Syria for example) is an asset**

## SOFT SKILLS

- **Sense of diplomacy and ability to create networks**
- **Ability to work and live in a degraded security environment (stress management/adaptation)**
- Excellent oral expression
- Autonomy and flexibility
- Understanding of intercultural dynamics and issues
- Personal commitment to the values and projects of the association

## Details of the conditions

### INDICATIVE SALARY

Base salary at 2750 euros gross monthly + per diem of 637 euros + 500 euros per month of hardship bonus, i.e. 3887 euros gross monthly in total.

### EXPATRIATE PACKAGE

- RNR: 5 days every 8 weeks with payment of a plane ticket at a maximum of 300 euros AR during the period of the contract.
- Health coverage
- Medical cover
- Repatriation insurance
- Individual housing with an allowance

*NB : The Schengen Visa is necessary to travel in Ukraine.*

### LOOKS LIKE YOU ?

Send your application (CV + cover letter) with the reference « HI\_PAA\_UKRAINE » at:  
[recrutement@humanitalents.com](mailto:recrutement@humanitalents.com) before **the 7 th of July 2022\***.

*\*Humanitalents reserves the right to process applications before the closing date mentioned above*

*\* Only candidates with valid travel documents are allowed to apply*

APPLY