Job Description

Job Title: Advocacy Assistant  
Job Locations: Accra, Ghana  
Reports to: Global Advocacy Adviser (Social Inclusion) (Policy & Global Advocacy Directorate)  
Responsible for: N/A  
Job Holder: N/A  
Department: Policy and Programme Strategy (PS2)

Job Purpose:

The main function of this role is to support and to establish and maintain systems to ensure effective functioning of the work that is led by the Global Advocacy Advisor (Social Inclusion). This will include providing accessibility support, as well as ensuring that there is clear briefing for the Global Advocacy Adviser (Social Inclusion), when appropriate.

Principal Accountabilities include:

1. **Support the work of the Global Advocacy Adviser (Social Inclusion), including their role on the UN Committee on the Rights of Persons with Disabilities (35%)**
   a. Develop information briefings for the Global Advocacy Adviser (Social Inclusion), and organise information for presentations, advocacy initiatives, reports, and publications.
   b. Working with the Global Advocacy Officer, ensure and facilitate the analysis of documents related to the CRPD.
   c. Support work with identified partners and agencies to ensure effective implementation of initiatives.
   d. Undertake delegated functions from GAA.

2. **Provide specialist accessibility support for the Global Advocacy Adviser (Social Inclusion) (35%)**
   a. Ensure documents are in accessible format for use by the Global Advocacy Advisor (Social Inclusion)
   b. Bring information from electronic sources that are not accessible in meaningful way for Global Advocacy Adviser (Social Inclusion) to work with
c. Keep the Global Advocacy Adviser (Social Inclusion) updated so she is aware of her immediate environment and prompt on changes

d. Provide administrative support, when needed, including for travel, conference calls and expenses

e. Provide sighted guide services when required

3. Provide administrative support to the Global Advocacy Adviser (Social Inclusion) (25%)

a. Handle correspondence and manage travel preparation, trip expenses

b. Schedule and coordinate meetings and conference calls

c. Compile minutes and reports for meetings, workshop and work trips

d. Manage other administrative systems and processes

e. Undertake additional tasks and responsibilities that may be assigned from time to time.

4. Engage in internal team processes as appropriate (5%):

a. Contribute to organisational annual planning, reporting, meetings and representation where appropriate

b. Contribute to broader organisational objectives and decision-making where relevant

Jobholder Entry Requirements - the essential knowledge, skills and behaviours required

Knowledge (Education & Related Experience):

- Relevant academic qualifications in a social science or commensurate experience
- Experience or interest in working with marginalized groups such as persons with disabilities
- Demonstrate research and writing skills as well as strong oral communication skills
- Familiarity with policy development
- Knowledge of current issues and best practice in disability inclusive development
- Ability to assimilate technical documents and present results in simple and understandable formats

Skills (Special Training or Competence):

- Good writing skills, including attention to detail
- Ability to build strong networks
• Strong communication and relationship building skills with internal and external audiences
• Ability to take initiative and work independently, with little supervision

Core Behaviours:
• Communicating & Influencing
• Team Working
• Change & Improvement
• Delivery and Implementation
• Excellent interpersonal and collaborative skills
• Ability to network and inspire others to collaborate
• Resilience, strong cultural sensitivity

Key Relationships:
Internal
• Global Policy and Advocacy team
• Country Directors and country office teams

External
• Government decision-makers and influencers
• Multilateral policy staff
• Alliance partners