

Application Package

ACCESSIBLE EVENTS OFFICER

Job Advertisement

The organization.

The International Disability Alliance (IDA) is the global voice of persons with disabilities, bringing together over 1,500 organizations of persons with disabilities and their families across eight global and six regional networks. With member organizations around the world, IDA represents the estimated 1.3 billion people worldwide living with disabilities. IDA is mandated to advance the rights of persons with disabilities and inclusion in development, including through the United Nations. IDA supports organizations of persons with disabilities to hold their governments to account and advocate for change locally, nationally, regionally and internationally.

More information is available on www.internationaldisabilityalliance.org.

The Position

IDA is seeking a **Accessible Events Officer**:

- ◆ **Position Start Date: Immediately**
- ◆ **Location: Remote**
- ◆ **Gross Monthly Salary: commensurate with experience and in line with IDA's remuneration policy**
- ◆ **Contract duration: 12 months, renewable**
- ◆ **Employment: Consultancy agreement**
- ◆ **Level: 4**
- ◆ **Line Manager: Financial Resources, Compliance and Enabling Services Senior Manager**
- ◆ **Staff Under Direct Supervision: None**

The Accessible Events Officer provides operational and logistical support to the organisation by coordinating travel arrangements for the Secretariat and its members, including booking flight tickets and accommodation. The role is also responsible for preparing audit-related documentation, collecting and organising supporting documents and maintaining accurate records. The Accessible Events Officer helps ensure compliance with organisational policies, donor requirements and internal procedures across all logistics and operational processes.

Team: Finance and Administration. Main interfaces — internal: IDA Secretariat staff and IDA members; external: IDA partners and suppliers.

Duties and key responsibilities

1. Events

- ◆ Plan and deliver event logistics with attention to financial and time constraints and to compliance with IDA policies.
- ◆ Research and book vendors — hotels, meeting venues, travel agencies, language and sign language interpreters, captioners — in line with the IDA procurement policy and other relevant policies.
- ◆ Organise travel logistics: visas, flight bookings, local transportation and accommodation.
- ◆ Ensure that accessibility requirements are planned into events from the outset and that individual accommodation requests are handled promptly and discreetly.
- ◆ Carry out the related administrative work: prepare and coordinate the payment of per diems and reimbursements, and collect receipts and boarding passes.

2. Administrative and financial support

- ◆ Provide administrative support, including filing, scanning and collecting documents.
- ◆ Prepare audit-related documentation and maintain accurate records of transactions and supporting documents.
- ◆ Support the financial closing of activities in line with the requirements of the finance team.
- ◆ Coordinate between IDA project teams and service providers.

Skills and requirements

Essential

- ◆ Degree, diploma or vocational qualification in event management, hospitality, tourism, business administration or a related field. Equivalent professional experience will be considered.
- ◆ Minimum two years of proven experience in the events and hospitality industry.
- ◆ Acquaintance with the disability and development community.
- ◆ Strong commitment to the human rights of persons with disabilities.
- ◆ Ability to manage several simultaneous tasks in a fast-paced environment and to work to tight deadlines.
- ◆ Strong team-working skills and sensitivity to working in a multicultural environment in decentralised locations.
- ◆ Dynamism, responsiveness and quick action in solving unforeseen situations.
- ◆ Autonomy and adaptability.
- ◆ A strong sense of diplomacy and interpersonal communication, and a spirit of professionalism and service.
- ◆ Excellent command of English.
- ◆ Substantive knowledge of Microsoft Office (Teams, SharePoint, Excel, Word) and other software relevant to the job.
- ◆ A general understanding of safeguarding risk management.

Desirable

- ◆ Knowledge of the UN Convention on the Rights of Persons with Disabilities.
- ◆ Knowledge of UN structures and processes.
- ◆ Familiarity with IDA structure, work and internal policies.
- ◆ Working knowledge of at least one other language (Spanish, French).
- ◆ Experience working with organisations of persons with disabilities.

Application Form

Application Form

- All information given on the application will be treated confidentially.
- IDA may retain your application on file for future opportunities. Unless you request otherwise, your application and personal data will be stored securely beyond the current recruitment process, in line with IDA's data protection policy. You may request deletion of your data at any time by contacting us.
- People with disabilities are strongly encouraged to apply.

How to Apply

- Please send your **CV and the completed application form** (which includes a section that serves as your motivation letter, see Annexe I) by email to **recruitment@ida-secretariat.org**, indicating in the subject line: **"Job Application: Accessible Events Officer"**.
- In the form, please explain how you meet the requirements of the position and provide any further relevant information about your profile. This section is one of the most important for us to understand your fit for this position.

Application Requirements

1. The form must be **completed electronically (typed only)**.
2. Only complete applications (CV and application form) will be accepted.
3. Please consider time zone differences when submitting. **Applications received after the deadline will not be considered.**

Application Process

- Only shortlisted applicants will be informed about the next steps.
- Please note that the selection process may take several weeks. Only shortlisted candidates will be contacted during this period. We appreciate your understanding and interest in joining IDA

ANNEXE I – APPLICATION FORM

1. Motivation and Relevance

Please explain how you meet the requirements of the employment specifications and provide any further information about yourself that you think is relevant to this application. (NOTE: This section will be considered as your motivation letter for the position.)

[Free text box]

2. Voluntary Self-Identification (Optional)

IDA is committed to diversity, equity, and the meaningful inclusion of persons with disabilities. If you feel comfortable, you may voluntarily indicate below whether you identify as a person with a disability.

☐ No

☐ Yes

☐ Prefer not to say

This information is collected solely to strengthen IDA's inclusion practices. It will remain confidential and will not influence the selection decision.

3. Accessibility and Accommodations

IDA is committed to making reasonable accommodations to support persons with disabilities in the workplace. Accommodations will be arranged in consultation with the selected candidate.

If you are shortlisted for interview, will you require any accessibility-related accommodations (e.g., interview timing adjustments, wheelchair access, interpreter, sign language, screen reader compatibility, or any other support)? Please specify.

[Free text box]

4. Criminal Record Declaration

Have you ever been convicted of a criminal offence?

☐ No

☐ Yes – If yes, please provide details (offence, date, country, and outcome). Disclosure does not automatically disqualify your application but will be considered in line with IDA's safeguarding standards and applicable law.

5. Safeguarding and Protection Commitment

IDA is committed to preventing sexual exploitation, abuse and harassment (SEAH) and promoting a safe, respectful workplace. All prospective employees and consultants must commit to IDA's safeguarding principles and may be subject to reference checks related to safeguarding.

Have you ever been the subject of a disciplinary process, investigation, or sanction related to misconduct, safeguarding, harassment, or abuse in the workplace?

☐ No

☐ Yes – If yes, please briefly explain.

6. References

Please provide two referees, one of whom should be your current or most recent employer (or an academic referee, if more appropriate). Referees will not be contacted without your prior permission.

A.

- Name:
- Position:
- Address:
- Telephone:
- Email:
- Connection with this referee:
- May we approach this referee prior to interview? ☐ Yes ☐ No

B.

- Name:
- Position:
- Address:
- Telephone:
- Email:
- Connection with this referee:
- May we approach this referee prior to interview? ☐ Yes ☐ No

7. Salary Expectations

Please indicate your expected gross annual salary (in EUR or USD or CHF) for this position:
[Free text box]

This information is collected to ensure transparency and alignment with IDA's compensation framework. It will not affect the fairness of the recruitment process

8. Conflict of Interest (COI) Declaration

Do you have any personal, professional, or financial relationships that may present a potential conflict of interest with IDA, its staff, Board, members, or partners?

☐ No

☐ Yes – If yes, please briefly explain:

[Free text box]

Note: Disclosure does not automatically disqualify your application. It helps ensure transparency and accountability.

9. Declaration

I declare that the information provided on this form is correct to the best of my knowledge. I understand that any false or misleading information may result in withdrawal of an offer or dismissal. I acknowledge that employment with IDA may be subject to background and reference checks, including safeguarding-related verifications. I commit to upholding IDA's values and safeguarding principles.

Signature:

Date: