Application Package

IDA – ALLIANCE STRENGTHENING SENIOR 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 an **ALLIANCE STRENGTHENING SENIOR OFFICER:**

- **Position Start Date:** 1st January 2027
- **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:** 6
- **Line Manager:** Alliance Strengthening & Member Support Senior Manager
- **Staff Under Direct Supervision:** None

The Alliance Strengthening Senior Officer is responsible for advancing the cohesion, collective leadership, and strategic collaboration of IDA's Alliance as a whole. The role supports stronger collaboration among IDA members and facilitates cross-social movement partnerships with feminist movements and alliances, older persons' networks, youth-led movements, Indigenous Peoples' organizations, and other rights-based constituencies.

The position contributes directly to IDA's Impact Strategy 2025–2030, particularly Strategic Objective 5 (Further increase, diversify and democratize IDA's membership, and leverage the strengths of each IDA member to maximize the impact of the global OPD movement), by building stronger internal alliance architecture and enabling joint advocacy that reflects intersectionality, solidarity, and shared accountability across movements.

A. Duties & Key Responsibilities

The Alliance Strengthening Senior Officer will be responsible for carrying out the following key duties:

1. **Alliance Cohesion, Coordination & Member Collaboration**

- Serve as a focal point for strengthening collaboration across IDA members (global and regional).
- Design and facilitate structured internal collaboration mechanisms, including member dialogues, thematic working groups, and joint planning spaces.
- Support development of common advocacy priorities and coordinated positions across IDA members.
- Strengthen two-way communication and trust-building across members, ensuring inclusive participation and equitable voice.
- Track collaboration dynamics, identify bottlenecks, and propose practical solutions to improve collective functioning.

2. **Cross-Social Movement Engagement & Partnership Building**

- Develop and operationalize IDA's approach to cross-social movement collaboration in line with CRPD principles and intersectional human rights frameworks.
- Build and maintain strategic relationships with feminist networks/alliances, older persons' organizations, youth movements, Indigenous Peoples' organizations, and other relevant social justice actors.
- Facilitate joint initiatives, exchanges, and learning spaces between IDA members and partner movements.
- Support co-creation of joint statements, policy asks, and advocacy actions on shared priorities.
- Ensure that cross-movement engagement remains OPD-led, rights-based, and grounded in accountability to persons with disabilities.

3. **Strategic Facilitation, Joint Learning & Movement Strengthening**

- Convene and facilitate alliance-wide consultations, strategy sessions, and peer-learning processes.
- Support internal capacity strengthening on coalition-building, intersectionality, and effective movement partnership practices.
- Document and disseminate lessons learned, promising practices, and collaboration models from member and partner experiences.
- Promote inclusive facilitation modalities and accessible engagement methods across all alliance processes.
- Coordinate with relevant IDA teams to ensure coherence between alliance-strengthening processes and broader advocacy, programmatic, and governance priorities.

4. **Planning, Monitoring, Knowledge & Reporting**

- Contribute to annual work planning, budgeting inputs, and implementation tracking for alliance-strengthening priorities.

- Develop practical indicators and tools to monitor quality and outcomes of member collaboration and cross-movement engagement.
- Prepare high-quality briefs, concept notes, reports, and internal updates for management and members.
- Support evidence generation on the value and impact of alliance-wide and cross-movement collaboration.
- Ensure documentation and reporting are aligned with IDA's strategic framework and donor expectations, where relevant.

B. Skills and Requirements

1. Education and Qualifications

- Master's degree in international development, public policy, social sciences, human rights, political science, disability rights or a related field.

2. Experience

- Minimum 7 years of relevant experience in coalition-building, alliance coordination, or civil society movement strengthening at regional or international level.
- Demonstrated experience facilitating multi-stakeholder collaboration and joint advocacy processes.
- Proven experience working across social justice movements and/or intersectional rights agendas.
- Experience with OPDs and disability rights frameworks strongly preferred.
- Experience in Global South contexts strongly preferred.

3. Technical and Functional Skills

- Strong understanding of CRPD, intersectionality, and human rights-based approaches to movement collaboration.
- Excellent facilitation, relationship management, and stakeholder engagement skills.
- Strong strategic thinking and political analysis capabilities.
- Strong writing, synthesis, and reporting skills for diverse audiences.
- Ability to manage complex processes with multiple actors and competing priorities.
- Fluency in English required; additional UN languages are an asset.

4. Additional Assets (Desirable)

- Persons with disabilities strongly encouraged to apply.
- Experience supporting network governance, member engagement, or alliance architecture design.
- Demonstrated knowledge of feminist, youth, Indigenous, and/or older persons' rights movements.

- Multilingual.

C. Other Requirements

IDA operates in multicultural environments and with persons with disabilities who experience higher rates of discrimination, violence, and abuse. Therefore, all staff, consultants, and collaborators must fully understand and comply with IDA's Safeguarding Policy and Code of Conduct. ➞ Available here: https://www.internationaldisabilityalliance.org/reporting-fraud-abuse. IDA has zero tolerance for any form of abuse, violence, fraud, corruption, or policy breach.

D. Disclaimer

This job description outlines the primary duties and responsibilities associated with this position. However, the employee/consultant acknowledges that additional tasks may be assigned as necessary to support the organization's objectives. These tasks will be relevant to the role and in alignment with IDA's operational needs. The duties outlined may evolve to reflect changing priorities and organizational needs. This document does not constitute a contract of employment or consultancy, and IDA reserves the right to make reasonable modifications.

E. 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: ALLIANCE STRENGTHENING SENIOR 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).

[Free text box]

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: