

Call for applications for the post of HIC Secretary General



Habitat International Coalition (HIC) is an international collective of civil society organizations, social movements and individuals that mobilizes and advocates in defence, promotion and enforceability of the human rights of homeless, evicted, displaced, landless and inadequately housed people and communities, including those under occupation, in urban and rural areas. HIC seeks to empower people and communities to improve their conditions based on the principles, norms and standards of human rights, diversity, gender equality, social production and environmental sustainability. HIC produces knowledge and promotes public awareness about habitat issues and serves as a platform for the formulation of programs, policies and strategies for constituent social movements and civil society organizations working to promote the human rights to housing, land, and the city, and acts as their representative to public, national, regional and international bodies and forums.

Visit www.hic-net.org for more information.

HIC is currently recruiting for the position of **General Secretary** to lead the coordination of the global network for the right to habitat and social justice.

Job Summary

The General Secretary (GS), **based in Cairo, starting in January 2014**, coordinates a team responsible for the coordination of HIC. The GS consolidates the Coalition, executing the Board decisions, supporting the General Assembly, providing accountability of the Coalition, coordinating HIC Reference Centers, supervising the management of the membership, acting as the Coalition's legal representative, fundraising and managing resources, and running elections of the Board members. The GS leads Secretariat staff in facilitating the HIC Members' processes to attain and sustain a place to live in dignity, supporting Urgent Appeals, maintaining permanent contact with HIC Members, articulating actions with other networks, and maintaining the HIC Consultative Status in the United Nations system. The GS supports the HIC advocacy for recognition defence and full implementation of habitat rights, coordinating global campaigns, being at the cutting edge on habitat issues, organizing contributions for the HIC statements.

Responsibilities:

- Consolidating the Coalition (40%)
- Supporting the HIC Members' processes (40%)
- Advocacy (20%)

Consolidating the Coalition

- Is in permanent contact with HIC President and the Board members;
- Functions in coordination and direct communication with Reference Centers and Board members;
- Provides coordination of the agenda, minutes and follow-up of the Board and General Assembly meetings, in person or virtual (online);
- Executes Board decisions with support Secretariat staff and HIC structures;

- Applies the by-law for the membership management and the election of HIC President and Board members;
- Produces the HIC Annual Report with audited accounting;
- Organizes the HIC global meetings with responsibility for content and logistics;
- Management of HIC communication tools: portal, website, HICademy, Member Space, HIC-News, Media lists and contacts database;
- Fund raising for global activities related to GS operation and global projects, monitoring, reporting and follow-up of the projects;
- Operates bank accounts at the Rabobank in The Netherlands;
- Supervises translation of HIC documents into 4 languages (Arabic, English, Spanish and French);
- Updates legal registration in coordination with HIC legal counsel in The Netherlands;
- Updates HIC Consultative Status at ECOSOC and coordinates the UN-DESA Quadrennial Report.

Supporting the HIC Members' processes

- Daily contact with HIC Members, answering questions, orienting their inquiries to HIC Reference Centers and other Members;
- Calls and letters to express solidarity and denouncements;
- Provides basic information about HIC to new Members;
- Assesses the contribution of active Members and Friends of HIC;
- Attends allies' events and participates in their campaigns;
- Administrates the membership database with on-line services and documentation of all Members and Friends;
- Processes membership applications, requests the corresponding HIC structures for their endorsement, and informs the Board;
- Administers HIC Members' monetary contributions, according to Board decisions.

Advocacy

- Coordinates resources for global campaigns and researches opportunities for international projects;
- Articulates the main global habitat issues;
- Permanently updates the habitat key terms;
- Coaches HIC spokesperson team;
- Collects and disseminates HIC declarations;
- Coordination of the process towards gender mainstreaming in HIC;
- Relation with ONU_

Reporting Lines/Line Management

The General Secretary reports to the HIC Board, which evaluates annually and decides to maintain or remove the General Secretary (according to HIC Constitution, 2013, Art. 15.6).

Qualifications

Experience: At least seven (7) years experience in organizational management; campaign development; partnership development; advocacy.

Specific technical skills: Knowledge of habitat issues; demonstrated capacity in management and administration; strong language skills (speaking, writing and reading) in English, Spanish and French (mandatory) / Arabic, Hindi and Portuguese (desirable); ability to articulate civil society expressions through a human rights focus while promoting gender equality and respect for Mother Earth; ability to coordinate between various HIC Reference Centers located in different locations around the world;

experience in fundraising, planning, administration, monitoring and evaluation of international projects and programs; management of communication's strategy and technologies.

Work Conditions

- Based in Cairo, in the HIC-HLRN-MENA office;
- Able to work both independently and in a team setting in a collaborative fashion;
- Ability to travel internationally;
- Available to work some evenings and weekends as needed.

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to motivate and support project partners. Able to work with, respect and empower partners, colleagues and communities in a sensitive and participatory manner.
- **Communication Skills:** Well-developed written and oral communication and listening skills in English and two other languages. Able to communicate clearly, sensitively, passionately and effectively with diverse audiences. Must possess effective negotiation and facilitation skills.
- **Integrity:** Maintains ethical and organizational norms, firmly adhering to codes of conduct.
- **Diversity:** Ability to create and maintain a work environment that respects and promotes diversity, fully benefiting from each individual's unique qualities. Willingness and capacity to deal with diverse working cultures;
- **Personal Work Management:** Sets high standards of performance for self and others and assumes responsibility and accountability for successfully completing assignments and tasks. Capacity for sound operational decision making, anticipating problems and proactive problem solving.
- **Knowledge and skills:** Requires experience working with partners in program development, project management and basic computer skills.

Terms of Offer

The General Secretary is appointed by the HIC Board and works independently, with an agreement of collaboration with Housing and Land Rights Network (HIC-HLRN) for the use of the office services, accounting, audit and systems manager in a collegial working environment. The remuneration is negotiable. HIC is raising the funds to ensure the operation of the new General Secretariat for three years, **starting on Monday, 1 January 2014**, on the base of a total annual budget of one hundred thousand Euros (€ 100.000) for a team of two to three collaborators, including possible support of current GS staff.

Applicants are invited to send a cover letter stating their salary expectations and illustrating their suitability for the above position, and a detailed resume outlining relevant experience. Three references will be requested.

Please submit your application by **midnight (GMT), Monday, 15 July 2013** to Ana Sugranyes, HIC General Secretary, P.O. Box 41-T, Providencia, 7500000 Santiago, Chile, general.secretary@hic-net.org

E-mailed applications in PDF or Word format, with "HIC-GS Recruitment" in the subject line, are strongly preferred.

Only qualified applicants will be shortlisted and contacted.

Santiago, Chile, HIC-GS, May 2013