

Appendix EXC-014 Motion

Servas permanent representation in Geneva

Job Description

Part-time paid person, knowledgeable of Servas, its values and governance, as well as International and Human Rights Law. Would report to Servas International Chief Administrative Officer (CAO), the SI Peace Secretary being the liaison EXCO member.

Six months renewable contract, through wage portage contract or others.

Working from home, with the possibility of using the NGO Resource Center at the UNOG.

12hours/week average, with heavier workload during the 3 HRC ordinary sessions (March, June and September), 14 000 CHF/year.

English and French required. Another language would be a plus.

The major tasks of the staff are the following:

1. Servas participation organization for UNHCR sessions, and in particular organizing side-events, including networking with other NGOs,
2. Continuing and elaborating Servas interns program, outreach and advocacy to Youth,
3. Monthly report about SI situation at the UN and writing articles to be published regularly on Servas medias and others,
4. Support of the SI UN observer team - drafting written and oral statements to be submitted,
5. Maintain links with Servas representatives in New York and Vienna, and
6. Grant submission for project proposals.