



## A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

### International Policy Specialist

(Permanent; Full-time; based in Toronto)

The International Policy Specialist is responsible for supporting UNICEF Canada's leadership as the world's leading child focused humanitarian organization through activities that advance the rights of children outside of Canada who are touched by Canadian government activities. The responsibility broadly includes leading UNICEF Canada's international advocacy efforts, in collaboration with the Deputy Director, International Policy & Programs, in strategic areas by developing and implementing strategies for stakeholder relationships; policy monitoring, research and resource development; and digital advocacy management.

The responsibilities of the position will include:

#### *Research, Resource and Capacity Development (50%)*

- Develop or provide support for the creation of resources to educate, influence and support the adoption of children's rights by decision-makers and influencers, in policy, legislation, programs and practices, including but not limited to:
  - Briefing papers (internal and external), official correspondence and official submissions etc.
  - Articles for external and internal publications
  - Conferences/seminars and other presentations
- Produce internal monitoring and evaluation reports.
- Analyze Government of Canada activities and priorities to inform policy influence strategies.
- Monitor, parliamentary activities, for strategic opportunities to intervene to advance the rights of children.
- Monitor the academic and public discourse on international policy, humanitarian, sustainable development and children's rights issues in Canada and internationally.
- Maintain a strong knowledge of UNICEF's overall policies and programs.
- Maintain knowledge and awareness of national and global developments related to strategic advocacy.

- Provide training on children's rights and advocacy issues to internal and external stakeholders.

#### *Stakeholder Development and Management (35%)*

- Working closely with the Deputy Director of International Policy and Programs and Chief of Program, to develop and implement strategies to advance UNICEF Canada's international policy objectives.
- Develop, grow, and sustain strategic relationships and effectively communicate with stakeholders in government, civil society organizations and networks, and academic/research institutions, to inform, influence and facilitate collaboration in various initiatives.
- Participate in / or present at forums and NGO coalitions, as required.
- Monitor the Canadian policy landscape for opportunities to develop partnerships to advance the rights of children.
- Coordinate meetings with senior political and policy stakeholders for CEO and Chief Program Officer, Deputy Director of International Policy and Programs, and visiting UNICEF experts.
- Maintain relationships and represent UNICEF Canada at meetings with key policy staff and stakeholders at departmental and parliamentary levels.
- Develop key relationships with UNICEF globally to develop and implement joint policy influence strategies.
- Support communications and mass media activities related to international policy advocacy, including the development and review of key messages for spokespeople and monitoring of the mass media to identify current relevant issues.
- Manage the stakeholder database.

#### *Organizational Support and Development (15%)*

- Maintain effective UNICEF Canada cross-functional relationships to achieve both departmental objectives and to optimize synergies.
- Hire and supervise interns.
- Support identification of program funding opportunities and relay key information to International Programs team.
- Identify advocacy funding opportunities, generate funding proposals, and maintain accountability and reporting requirements.
- Maintain accurate financial records to ensure project/program accountability.

The ideal candidate will have:

- A post-secondary degree in International Development, Political Science, Public Policy, or a related field.
- A minimum of five (5) year's relevant work experience in governance, advocacy, parliamentary, policy-making, policy-analysis and law-making processes.

- Exceptional organizational skills, with superb attention to detail and quality while meeting deadlines and multitasking in a fast-paced, dynamic environment.
- Good understanding of the UN Convention on the Rights of the Child and other relevant human rights treaties and standards as well as the international human rights system.
- Good knowledge of the Canadian international aid environment and the substantive issues affecting children in development and humanitarian contexts.
- Excellent communications skills for diverse media.
- Strong relationship management abilities - internal and external.
- Critical thinking, creative problem-solving, and the ability to take initiative.
- PC proficiency (MS Office) and digital literacy.
- English language proficiency; French is very desirable.

For consideration, please submit your resume and cover letter to [careers@unicef.ca](mailto:careers@unicef.ca) by **July 13, 2017**. Please attach your cover letter (including salary expectations) and resume as one document and reference **“International Policy Specialist”** clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.

