



## **UN Representative for Peace Direct US at UNHQ/New York**

### **ABOUT THIS POSITION**

The overall aim of this long-term part time (3-4 days per week) position is to maintain and enhance Peace Direct's presence and influence at the UN. This will involve undertaking targeted advocacy activities on peacebuilding issues at UN Headquarters in New York with Member States, relevant UN departments and programmes, and resident INGOs in line with Peace Direct's organisational strategy and advocacy objectives.

Peace Direct is seeking a dedicated, strategic and proactive United Nations (UN) Representative based in New York City. This key role involves representing Peace Direct at the UN with UN member states, UN departments and agencies, and INGOs advocating for the principles and practices of locally led peacebuilding and collaborating with these stakeholders to advance Peace Direct's mission in UN settings. The Representative will engage in policy advocacy and, networking with UN agencies, member states, and the NGO community to, promote the integration of nonviolent, locally-led peacebuilding approaches in international peace and security frameworks. The UN Representative will track and analyze peacebuilding issues in UN settings and be the institutional focal point for the development and implementation of Peace Direct's global policy and advocacy strategy vis a vis the UN. This is a unique opportunity at a critical time to work with a diverse range of stakeholders – from affected communities, Peace Direct's partners and colleagues, counterparts in UN and INGO circles to uplift the needs of local people in conflict-affected communities.

### **ABOUT PEACE DIRECT**

Peace Direct is an international non-governmental organization working with local peacebuilders and other allies to shift power and resources for sustainable peace. Peace Direct works to raise the profile of local peacebuilding actors and advocates for systemic changes to the peacebuilding and wider international sectors through our direct support to local peacebuilding efforts in 14 countries worldwide, coupled with consultations with local peacebuilders, evidence and learning from research, policy advocacy and partner visits. We advocate for our peacebuilding partners by encouraging decision makers to recognize the power in the hands of local peacebuilders. Peace Direct has also been at the forefront of thinking about how the international community, including policymakers and INGOs need reform, including how to tackle structural racism.

Peace Direct has offices in London, the Hague and Washington, DC with representation at the UN. It is a registered 501(c)3 non-profit, public charity and an ECOSOC-accredited NGO at the United Nations.

## **JOB DESCRIPTION:**

### **1. Policy and Advocacy strategy (50%).**

- Develop and implement a UN advocacy strategy for Peace Direct in line with its organisational goals.
- Interact as the UN representative in INGO and relevant NGO circles.
- Monitor relevant changes and new agendas emanating from UN bodies and respond accordingly.
- Advocate for the recognition and integration of locally-led and decolonised approaches within UN policies and programmes and in those of other multilateral and bilateral agencies.
- Organise in-person and hybrid events, seminars, or visits showcasing Peace Direct's partners and/or staff in order to raise awareness or undertake advocacy on thematic and country-specific issues as needed. This would include tasks to: organize meetings, identify relevant audiences, request and schedule meetings, accompany visitors, introduce the work, and maintain and follow-up on issues and relationships.
- Raise awareness to promote Peace Direct's mission and initiatives through public speaking, panel discussions, and media engagements

### **2. Networking, representation, and partnerships (20%)**

- In coordination with the Policy and Partnerships Officer, represent Peace Direct at relevant official meetings and introduce the themes and work of the organizations to counterparts at the UN, Member State, and INGO networks and other civil society counterparts.
- Liaise with and develop long-term supportive relationships with UN and Member States officials about the work of the organization.
- Organise bilateral meetings with other peace-related entities on peacebuilding and peacekeeping and introduce the themes and work of Peace Direct as appropriate.
- Formulate productive partnerships with supportive INGOs or other counterparts to pursue joint activities as may be warranted.
- Support Peace Direct's partners by facilitating communication and collaboration with UN entities in the field and at Headquarters.
- Work closely with Peace Direct staff to ensure that the UN policy and advocacy work is well integrated into Peace Direct's other relevant teams and organisational strategies and plans.

### **3. Learning (10%)**

- Contribute to the learning and development of Peace Direct by sharing insights from interactions with UN stakeholders to inform Peace Direct's practice and programmes.
- Contribute to the broader learning agenda of the organisation by participating in all relevant learning and reflection events.

### **4. Other (10%)**

- Understand well the work, values, and mission of the organization so as to advocate for their country-specific and thematic goals, work, and policy positions
- Continuously scan the environment for potential resource mobilization and partnership opportunities and alert the organizational counterparts at Peace Direct's headquarters as relevant.
- Report back to Peace Direct on issues and activities of concern with a view to promoting and protecting the interests of the organizations, our partners and positions.
- Maintain fruitful relationships with Advocacy team, Fundraising and Communication team and the International Programme and Research team, as needed.
- Contribute to annual and quarterly internal planning and review sessions and reports.

## PERSON SPECIFICATION

- At least 8 years of relevant experience working on peacebuilding in the field and/or at a headquarters level.
- Significant experience and understanding of the UN system, including key people, departments, and UN ways of working.
- Experience working with local partners in developing countries.
- Strong networking ability.
- Demonstrable experience of influencing government and other stakeholders (donors, etc.).
- Experience with advocacy and awareness raising, preferably on peacebuilding issues.
- Fluency in spoken and written English and preferably French or Arabic.
- Excellent communications skills.
- Good writing skills.
- Ability to work independently and remotely with minimal management.
- Sound personal organisational skills, including excellent time management, ability to meet deadlines, prioritize tasks, and work under pressure to meet tight deadlines.
- Culturally sensitive, thrives in diverse teams, and able to sensitively navigate interpersonal and inter-departmental dynamics to keep focus on common goals. A passion for peacebuilding and a commitment to support local peacebuilders.

## ADDITIONAL DETAILS

TIME COMMITMENT: 60-80% time with long term commitment. The successful candidate is expected to start in January 2024, though an earlier start date can be considered.

EDUCATION: Degree or comparable experience required.

EXPERIENCE LEVEL: at minimum, intermediate-level experience, with direct experience in and with Majority World conflict situations.

COMPENSATION: salary dependent on experience and to be based on 60-80% time.

BENEFITS: Health care, sick leave, generous vacation (20 days/year *plus* paid leave when the office closes between Christmas and New Year), retirement package (eligible after 2 years), hybrid work environment, Learning, Development, & Wellness Fridays

REPORTING: Reports to the Managing Director of the US Office

WORK AUTHORIZATION: Must hold an existing work authorization in the United States of America.

LOCATION: This post is based in New York.

APPLICATION PROCESS: Please send a resume and cover letter, outlining your interest and suitability for this post, to [usjobs@peacedirect.org](mailto:usjobs@peacedirect.org) with 'UN Representative' in the subject line. **Deadline is Sunday 8<sup>th</sup> September.**