



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 a passionate and committed human rights defender 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, starting in July 2020, is a full time position that manages the General Secretariat, a team responsible for the coordination of HIC. The General Secretary **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 HIC membership, acting as the Coalition's legal representative, fundraising and managing resources, and running elections of the Board Members. The General Secretary **leads the Secretariat staff in facilitating the HIC Members' processes** to attain and sustain a place to live in dignity, supporting Urgent Appeals, maintaining regular contact with HIC Members, articulating actions with other networks, and maintaining the HIC Consultative Status in the United Nations system. The General Secretary **supports HIC advocacy** for recognition defence and full implementation of habitat rights, coordinating global campaigns and related HIC Statements, all at the cutting edge on habitat issues.

Responsibilities

With support from the General Secretariat team, the General Secretary is responsible for the following tasks:

Consolidating the Coalition

- Is in regular contact with HIC Board and President;
- Functions in coordination and direct communication with Reference Centers and Focal Points;
- 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 from the Secretariat staff and HIC Reference Centers;
- Applies the by-law for the membership management and the election of HIC President and Board Members;
- Produces the HIC Annual Report with audited financial statements;
- Organizes the HIC global meetings with responsibility for content and logistics;
- Management of HIC communication tools: HIC global site, HICademy, Member Space, HIC-News, Media lists and contacts database;
- Fund raising for global activities related to the General Secretariat operation and global projects, monitoring, reporting and follow-up of the projects;
- Operates bank accounts in The Netherlands reporting to the HIC Treasurer and Board;
- Supervises translation of HIC documents into Arabic, English, Spanish and French;
- Maintains legal registration in coordination with HIC legal representative in The Netherlands;
- Maintains HIC Consultative Status at ECOSOC and coordinates the UN-DESA Quadrennial Report.

Supporting the HIC Members' processes

- Continuous contact with HIC Members, answering questions, orienting their inquiries to HIC Reference Centers, Focal Points and other Members;
- Calls and letters to express solidarity and denunciations;
- Provides basic information about HIC to new Members;
- 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;
- Assesses the in kind contributions of active Members and Friends of HIC;
- Administers HIC Members' monetary contributions, according to Board decisions.

Supporting the HIC Advocacy

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

Reporting Lines/ Line Management

The General Secretary reports to the HIC Board, which evaluates his/her work annually according to HIC Constitution, 2013, Art. 15.6.

Qualifications

Experience: At least eight (8) years experience in organizational management; campaign development; partnership development; global advocacy; and fundraising. Demonstrated experience in Member based networks or coalitions. Demonstrated knowledge and experience on human rights, in particular those related to habitat (e.g. housing, land, water, food, etc.)

Specific technical skills: Knowledge of human rights and habitat issues; demonstrated capacity in staff management and office administration; strong language skills (speaking, writing and reading) in English and French (mandatory) / Knowledge of Spanish and Portuguese will be valued / Arabic and Hindi (desirable); ability to coordinate civil society expressions through a human rights focus while promoting gender equality and environmental responsibility; ability to coordinate between HIC Reference Centers in different regions of the world; experience in grant funding and fundraising, planning, administration, monitoring and evaluation of international projects and programs; management of communication's strategy and social media.

Work Conditions

Able to work both independently and in a team setting in a collaborative fashion; able to work and communicate online with HIC Staff, Members and Allies;

Able to travel internationally;

Available to work evenings and weekends as needed;

Ability to operate globally in a 24 hours time zone with limited staff and resources.

Able to build trust with HIC funders and donors;

Capacity to coordinate with organizations and individual of different backgrounds and cultures and based in multiple locations throughout the world.

Location

The General Secretary **will be based in Africa**. The final location will be decided by the HIC Board. This location will be **close to a major communication hub** to facilitate travel and will have **reliable and stable internet connection**, as most part of the work is desk based and online. The General Secretary and General Secretariat must be **hosted by a HIC Member based in Africa** to facilitate the institutional operations in the country and the working and residency permits of the HIC General Secretariat Staff. The General Secretary will start **working with the existing General Secretariat team**, a young and highly motivated team with personnel in Chile, Spain and France. The new General Secretary will be the person in charge from July 2020 on and **will commit to working with the existing team**.

Core Competencies

Personal skills: patient, polite, respectful and tolerant; interest in global policy and human rights.

Team 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, French (skills in other languages will be valued); Able to communicate clearly, sensitively, passionately and effectively with diverse audiences; Must possess effective negotiation and facilitation skills in order to achieve consensus; Capable of being a valid interlocutor with grassroots

movements, social movements, civil society organizations, global networks, the United Nations system, representatives of states and local governments, and funders, among others.

Integrity: Maintains ethical and organizational norms, firmly adhering to codes of conduct and to HIC's Constitution and By Law(s).

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 advanced computer skills; Ability to manage finances and other resources effectively.

Terms of Offer

The General Secretary is appointed by and reports to the HIC Board and works independently. The remuneration is negotiable. The current global project guarantees funding until at least December 2020. HIC is in discussion with funders to ensure the operation of the new General Secretariat beyond 2020 on the base of a total annual budget of around one hundred fifty thousand Euros (€ 150.000). The appointment is subject to a six month probation period.

Applicants are invited to send a (1) **cover letter** illustrating their suitability for the above position and stating their salary expectations; a (2) **detailed resume** outlining relevant experience; and (3) **three reference letters** with preference given to those coming from HIC Members.

Application must be submitted by **midnight (GMT), Tuesday, 31 March 2020** to:

Alvaro Puertas - HIC General Secretary

hic.general.secretary@hic-net.org

E-mailed applications in Word or PDF format, with 'HIC-GS Recruitment' in the subject line.

Only qualified applicants will be shortlisted and contacted.

Barcelona, Spain, HIC-GS, 21 February 2020

If you have any questions about this process, please write to gs@hic-net.org with 'HIC-GS recruitment. Enquiry' in the subject line.