

Job description and Person Specification: IDPC Consultancy – UN NYC

Reports to: IDPC Executive Director

Purpose: To represent IDPC in New York with United Nations agencies and offices, the Permanent Missions to the UN and civil society partners. To be the conduit for the timely flow of key information between IDPC secretariat and the UN structures in New York. To provide updates to wider IDPC members and partners on developments in New York.

Location: New York

Term: 2 days per week for an initial 3 months with possibility of extension. Immediate start.

Responsibilities:

1. Engaging with UN missions to distribute IDPC materials, discuss their positions on drug policy, and promote their support for reform.
2. Engaging with key UN offices and agencies (DPA, UNDP, SG's Office, and the NY offices of UNODC, UNAIDS, World Bank, WHO, OHCHR, etc) to distribute IDPC materials, discuss their institutional positions, and encourage them to support reform.
3. Gathering information on procedures and discussions taking place in New York that are relevant to drug policy with a particular focus on preparations for the UNGASS on drugs scheduled for 2016.
4. Producing occasional written briefings and reports for our members and networks, to keep them updated on the debate and situation at the UN in New York.

Person specification:

1. Proven ability in policy and advocacy work in drug policy or a related field, and a least three years experience of working on social, health or development policy at national or international level.
2. Ability to demonstrate a sound understanding of current international drug policy debates and issues.
3. Knowledge and understanding of the UN New York offices and missions with existing contacts within these structures.
4. Demonstrable ability to be diplomatic and sensitive on difficult issues such as the international drug policy debate.
5. Commitment and ability to work with a wide range of partners and networks in a culturally diverse international context.
6. Excellent written and verbal communication skills with oral and written fluency in English and the ability to communicate in at least one other language is preferred (Spanish).
7. Knowledge of Latin American geopolitics is desirable.

Salary: Commensurate with experience

Start date: Immediately

To apply:

Please submit the following to IDPC by email to Ann Fordham (afordham@idpc.net) **by no later than Wednesday 23rd January 2013:**

1. Cover letter
2. Resume
3. A short sample of writing in English (no more than 2 pages), preferably a policy briefing
4. A list of two references with daytime telephone numbers and email addresses

Only candidates authorized to work in the U.S. without any restrictions need apply.

- No phone calls please-