



**IFA United Nations (UN) Representative, Geneva**

**Position Description**

<b>Title:</b>	IFA UN Representative (Volunteer)
<b>Purpose:</b>	Represent the IFA at various UN organizations and relevant NGO committees
<b>Location:</b>	Geneva, Switzerland
<b>Length of Term:</b>	1 year (1 January – 31 December 2019)
<b>Time Commitment:</b>	Part-time; Hours may vary (meetings occur between 8 a.m. – 5 p.m.)
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Reporting to the IFA secretariat, liaise with current fellow UN representative to increase the IFA's presence at UN organizations in Geneva</li> <li>▪ Prepare and/or edit materials such as advocacy statements, concept notes, and presentations</li> <li>▪ Collaborate with other civil society representatives to ensure ageing and older persons are included in sustainable development</li> <li>▪ Represent the IFA by participating in intergovernmental and NGO committee meetings, including the delivery of oral statements and comments</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Residence within commuting distance of Geneva, Switzerland</li> <li>▪ Knowledge of ageing, gerontology, human rights, public health, migration, social protection, and/or international development</li> <li>▪ Experience with public speaking, writing and editing, and building and maintaining partnerships</li> <li>▪ Proficient in written and spoken English</li> </ul>
<b>How to apply:</b>	Please submit a statement of interest (1-page) and CV to Ms. Angela Burns ( <a href="mailto:aburns@ifa-fiv.org">aburns@ifa-fiv.org</a> ) with the subject line 'IFA UN Representative, Geneva' by <b>17 December, 2018</b> .

*This is a volunteer position.*