



AVR Policy & Development Officer (PDO) – 100%

Humanity & Inclusion is an independent and impartial aid organisation working in situations of poverty and exclusion, conflict and disaster. The organisation works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

At Handicap International-Humanity & Inclusion, we truly believe in the importance of inclusion and diversity within our organisation. This is why we are engaged to a disability policy to encourage the inclusion and integration of people with disabilities.

Please indicate if you require any special accommodation, even at the first interview.

For more information about the organisation: www.hi.org

CONTEXT:

Within the Armed Violence Reduction (AVR) Division (19 staff): HQ Specialists in Land Release, Risk Education, Conflict Transformation and Comprehensive Armed Violence Reduction; Influence Unit: Policy and Development Manager, Grant Officer, Communication Officer, Research Officer; and Innovation Unit: Innovation Project staffs, IM and GIS Specialists.

As armed violence transcends separate sectors, a comprehensive cross-sector response is needed. HI implements a so-called Comprehensive Models to Armed Violence Reduction (CA-AVR) to maximize the benefits of a given project to contribute to a world where people can lead safe and fulfilling lives in peaceful and inclusive communities.

To achieve the above, **HI is recruiting a dynamic, creative and bilingual (French and English) AVR Policy & Development Officer (PDO) to support the operational development of our comprehensive approach to Armed Violence Reduction.** The Policy and Development officer is an expert and strategist who has the ability to influence, represent and build projects, alliances and networks in his/her sectorial scope.

MAIN RESPONSIBILITIES:

Under the responsibility of the AVR Policy & Development Manager (PDM), the AVR PDO will:

Mission 1: Development

Coordinate donor trends analyses on AVR's funding opportunities and propose influence tactics and support the identification of opportunities for fundraising, strategic alliances and/or consortia to develop and expand technical assistance in AVR; identifying opportunities for development of



partnerships and/or consortium with NGOs, Institutions, corporate on technical priorities or important topics his/her sectorial scope and support proposal development.

- Develop a business development action plan (including KPI) and a set of offers in CA-AVR,
- Market HI's technical positioning, approaches, know-how and expertise in relevant networks,
- Mobilise new financial resources under his/her sectorial scope and strategy,
- Foster the development of relationships with donors and approach new ones,
- Contribute to and co-steer the conception of major projects (multiple countries, one theme or global thematic projects and innovation projects),
- Contribute to identifying opportunities in terms of innovation or research projects,
- Support the field business development strategies in line with programme director directives.

Mission 2: Influence

Influence international cooperation stakeholders' policies and priorities so that they better reflect and include the AVR sector priorities in their guidance frameworks, budgets and calls for proposals. Influence and actively participate in major mainstream networks to raise the profile of CA-AVR and influence the major global stakes of AVR.

- Represent the technical expertise of HI throughout its network in order to contribute to the exchange of best practices,
- Keep abreast HI's field operations development, technical trends and innovations,
- Develop internal and external technical communication in CA-AVR, in link with the AVR Communication Officer,
- Identify donors, networks, partners, NGOs, influential groups in CA AVR and each of its modalities,
- Influence major networks on practices and stakes of the concerned sector, more specifically influence donor and stakeholder policies, practices and budget priorities in his/her sector,
- Contribute to the sectorial watch, the harnessing & the transmission of norms and international standards internally.

You will work on a day-to-day basis with a large range of actors within the HI structure, including:

- Armed Violence Reduction technical unit,
- HQs Operation staff,
- Advocacy, communication and institutional fundraising teams,
- Programme teams, remotely and during direct programme support missions.



DESIRED PROFILE:

- University Degree, preferably Master's Conflict/Security issues, International Development, International Relations or other relevant subject,
- **Experience in Humanitarian Mine Action / Weapons & Ammunition Management / Armed Violence Reduction and related disciplines,**
- Significant experience in designing strategy and forging partnerships and/or policies,
- Ability to design projects and write successful proposals for a broad range of institutional donors requiring technical and operational detail,
- Ability to co-ordinate and work with multi-disciplinary teams as well as a variety of people and organizations.

CONDITIONS OF THE POSITION:

- **Type of contract: Open ended contract**
- 100%
- Working hours: 40 hours a week
- 5 weeks of annual leave
- Possibility to work partly in home office
- **Starting date:** 11th March 2024 / possible before if available

For further information about the association: www.hi.org

Please send your application in French or English with a cover letter and CV before February 2nd 2024 to recrutement.suisse@hi.org.

Only successful candidates will be contacted.