

Vacancy Announcement

Title:	Advocacy and Policy Assistant
Type of contract:	Employment – maternity cover
Contract duration:	5-month fixed-term contract
Work time:	Part-time position (80%, 32 hours per week)
Reporting to:	Head of International Advocacy and Policy
Location:	Geneva, Switzerland
Start date:	August 2025
Application deadline:	27/04/2025

Background

The Global Survivors Fund (GSF) was launched in October 2019 by Dr Denis Mukwege and Nadia Murad, 2018 Nobel Peace Prize laureates. Its mission is to enhance access to reparations for survivors of conflict-related sexual violence around the globe, thus responding to a gap long identified by survivors. GSF acts to provide interim reparative measures in situations where states or other parties are unable or unwilling to meet their responsibilities. GSF advocates for duty bearers as well as the international community to develop reparations programmes. It also guides states and civil society by providing expertise and technical support for designing reparations programmes. GSF's survivor-centric approach is the cornerstone of its work.

Role Summary

The Advocacy and Policy Assistant will primarily support the International Advocacy and Policy team, particularly in relation to their work on children affected by conflict-related sexual violence. Working under the Head of International Advocacy and Policy, they will also support the mainstreaming of GSF's thematic priority on children and assist other teams, including the National Advocacy and Technical Support team, the Knowledge Praxis Hub, the Interim Reparative Measures team, and the Communications team, in their work related to children.

Position Responsibilities

International Advocacy and Policy

- Support the implementation of the advocacy and policy strategy on children affected by conflict-related sexual violence, in close collaboration with the Knowledge Praxis Hub Lead, the Head of National Advocacy and Technical Support, the Head of Projects for Interim Reparative Measures and other colleagues, including the Head of Communications;
- Strengthen GSF's resources and knowledge on the rights and needs of children affected by conflict-related sexual violence and support the production of a manual on their participation in reparation processes, in close collaboration with the Knowledge

- Praxis Hub;
- Support the organisation of, and attend, strategic advocacy events, support the organisation of an expert roundtable to inform the development of the manual on the participation of children affected by conflict-related sexual violence in reparation processes;
 - Support the drafting of policy and advocacy documents, or other submissions (amicus, policy briefings, infographics, podcasts, etc) to respond to key advocacy and policy opportunities identified by GSF, under the supervision of the Head of International Advocacy and Policy;
 - Coordinate GSF's internal cluster on children affected by conflict-related sexual violence, and liaise with national teams and regional project coordinators on aspects related to affected children to gather information and ensure all pillars are mutually reinforcing;
 - Provide feedback on laws, policies and other relevant documents related to children affected by conflict-related sexual violence at the international, regional and national levels, in close coordination with national teams and/or regional project coordinators as appropriate;
 - Support the Head of International Advocacy and Policy as required in the development of advocacy and policy strategies and initiatives;
 - Support GSF's strategic engagement with governments and other stakeholders at the international and regional levels, to influence policy change to prioritise reparation for survivors;
 - Represent GSF in external events and forums as they relate to international advocacy and policy efforts and/or to children affected by conflict-related sexual violence;
 - Support the planning and reporting of the International Advocacy and Policy team activities, including the reporting of KPIs, under the supervision of the Head of International Advocacy and Policy.

Transversal

- Support the mainstreaming of GSF's thematic priority on children across the organisation;
- Support the development of materials, talking points and messages for strategic communication purposes;
- Conduct research to identify relevant policy initiatives as well as background research on advocacy partners and targets;
- Support the work of SEMA and other survivor groups in engaging survivors and ensuring that advocacy efforts are survivor-centric and that survivors actively participate in their design and implementation;
- Provide feedback in relation to key publications and materials developed under other pillars, as well as feedback on potential pieces to be published;
- Support external communication activities, liaising with GSF's Communications team;
- Contribute to reporting of activities within the assigned teams or projects;
- Travel to countries where GSF is active as required for key advocacy and policy engagement;
- Perform any other duties as required to support the work of the International Advocacy and Policy team and broader Programmes team.

Position Requirements

Education and Experience

- A master's degree in international human rights law, political science, transitional justice, or other relevant equivalent studies;
- 2-4 years of progressive relevant advocacy experience, implementation and or research on human rights, humanitarian law, conflict-related sexual violence, reparations, and/or transitional justice;
- Experience working on child rights;
- Experience organising roundtables and other events;
- Previous experience with or excellent knowledge of GSF's work would be an asset.

Other requirements

- Robust planning and organisation skills, ability to identify priorities and adjust plans and actions as necessary;
- Excellent research and drafting skills in English. English is the working language of the Global Survivors Fund. Good knowledge in written and spoken French, and in any additional UN language would also be an asset;
- Good knowledge and experience working with survivors of conflict-related sexual violence;
- Professional demeanour and good communication skills;
- Attention to detail and ability to work independently, sometimes under tight deadlines;
- Strong work ethic and demonstrated ability to take initiative;
- Experience working in international or highly diverse, multi-cultural contexts and across time zones;
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint and SharePoint) and Canva.

How to Apply

Please send your CV and cover letter to recruitment@globalsurvivorsfund.org with **“Advocacy and Policy Assistant – maternity cover”** as the email subject by Sunday **27th April 2025 (midnight CET)**. Please note that only shortlisted candidates will be contacted.

The Global Survivors Fund (GSF) is dedicated to fostering diversity, gender balance, and inclusion, reflecting the varied landscapes where we operate and the communities we work with. We welcome applications from qualified professionals of all backgrounds, cultures, and beliefs. We particularly encourage candidates from regions where GSF is active to apply.

At GSF, we are committed to enforcing stringent Safeguarding policies, covering protection from exploitation, abuse, harassment, misuse of power, and discrimination, as well as child safeguarding and financial and fiscal integrity. We uphold a zero-tolerance approach to any form of unacceptable behaviour.

As part of our recruitment process, shortlisted candidates will be required to provide references from previous employers and complete a self-declaration.

GSF does not charge a processing fee at any stage of its recruitment, selection, or hiring processes (i.e. application stage, interview stage, validation stage, appointment, or training). GSF will never request applicants' bank account information.

Please note that candidates must be authorised to work in the country where the position is based at the time of application.

Your Data - *If you choose to apply for this position, you will be providing us with your personal data, which will be processed solely for the purpose of selecting a candidate for this position. We will retain the personal data you share with us as part of the application process for six months from the application deadline, after which it will be deleted. Your personal data will be accessed only by our HR Staff managing the recruitment process and members of the selection panel. You have the right to a) request access to your personal data and information about how we process it, b) ask us to rectify any inaccurate personal data we hold about you c) request the deletion of your personal data or restrict its processing, and d) object to how we process your personal data. To exercise these rights, please contact recruitment@globalsurvivorsfund.org. If you have any concerns or complaints about how GSF processes your personal data, please submit them to DataProtection@globalsurvivorsfund.org.*