

Proyecto PBI Colombia
Washington DC, (EEUU)
repusa@pbicolombia.net

Proyecto PBI Colombia
Unión Europea
coordinacion.europa@pbicolombia.net
Tel. (+34) 634 256 337

Delegación de PBI en Colombia
Bogotá, (Colombia)
coin@pbicolombia.net
Tel. (+57) 1287 0403

PEACE BRIGADES INTERNATIONAL

PBI COLOMBIA | WWW.PBICOLOMBIA.ORG | NIT 830.006.411-2

V A C A N C Y

Advocacy Officer for United States and Canada

PBI Colombia is a non-governmental organization, non-religious and independent, recognized by the Office of the United Nations High Commissioner for Human Rights in Colombia. PBI carries out work of international accompaniment and observation in the country since 1994.

Dear Friend,

Peace Brigades International (PBI), Colombia Project is an international non-governmental organization that works with international observation and accompaniment teams based in conflict areas of the national territory. Our objective is to protect the spaces of action of the organizations of human rights defenders as well as of the rural communities in Colombia.

PBI Colombia (COP) is accepting applications for the vacancy of the **ADVOCACY COORDINATOR FOR NORTHERN AMERICA**. This person will be in charge of designing and implementing an advocacy and visibility strategy to raise awareness of the situation of the people and organizations which are accompanied by PBI Colombia. The new person will be based in Bogotá, required to travel several times per year to the US and Canada.

In addition to the application form, you will find included a description of the activities to be carried out, a profile of the candidate that we are looking for and the conditions of the job. Before sending the application, please make sure you have read them carefully. Visit our website www.pbi-colombia.org to learn about the organization and its volunteer work in Colombia.

PBI Colombia values diversity and has a strong commitment to equal opportunities. Applications are welcomed from all qualified people. All applicants will be treated under equal conditions without discrimination of gender, ethnic origin, sexual orientation or physical disability. Given the high number of applications we receive, we can only contact those selected for an interview.

- Deadline of receiving applications: **June 17, 2018**
- Dates for written test: **June 21, 2018**
- Dates for the interviews: between **June 27 and 28, 2018**
- Start date: preferably **July 11, 2018**

Please send your completed application form along with your CV (maximum 3 pages) till the deadline to the following email address: **comunicaciones@pbicolombia.net** with the subject: "**VACANCY: ADVOCACY COORDINATOR FOR NORTHERN AMERICA: (name and surnames)**"

This position is only for people who are NOT Colombian, in line with PBI's international policies. We invite all Colombians to apply for vacancies in the PBI projects of Mexico, Guatemala, Honduras, Kenya and Indonesia. For more information, visit www.peacebrigades.org

Thank you very much for your interest in this vacancy of the Colombia Project.

Best regards,

PBI Colombia Project

JOB DESCRIPTION: ADVOCACY COORDINATOR FOR NORTHERN AMERICA (USA and Canada)

The Political Advocacy Coordinator for Northern America will carry out tasks in the areas of advocacy, communication and situational analysis in order to increase the prevention of risks and the protection of human rights defenders who are accompanied by PBI Colombia (hereinafter COP). He/she will also promote policies of greater respect and monitoring of human rights in Colombia. This position is full time and it is located in Bogotá. It requires availability to travel to the US on a regular basis (approximately four times a year) and occasionally to Canada.

Political Advocacy

- Contribute to the design of the COP's advocacy strategy, as well as its implementation in Northern America and Colombia.
- Strengthen and expand the support network of the COP in the US in alliance with the PBI Advocacy Officer, based in Washington. The objectives of the political advocacy include interlocution with the US Congress, the US Government and the Inter-American Commission on Human Rights (IACHR), among others.
- Collaborate with the national groups of PBI USA and PBI Canada in their advocacy work towards their support network in their respective countries.
- Achieve timely responses from PBI Colombia's support network in Northern America during emergency situations (threats, attacks and assassination of human rights defenders).
- Give updates on the processes accompanied by PBI and the human rights situation in Colombia to the relevant entities in the US.
- Represent the COP in front of coalitions, networks, organizations and international spaces in the US and continuously follow up on the work of the North American platforms where the COP participates.
- Support the Coordination of Visibility and Advocacy work of PBI in Colombia.
- Organize and support visibility tours of Colombian organizations and communities accompanied by the COP to Northern America.

Communications

- Draft and/or translate advocacy and communication documents related to the work of the COP in Northern America, and respond to all requests and communications from there.
- Provide information on context, security and logistics to journalists who request it for their field visits, and provide contacts of the people accompanied by PBI.
- Review the English translations of the COP communication materials.

Analysis and Training

- Coordinate the implementation of the internal tools for the situational analysis of the COP jointly with the corresponding areas.
- Preparation of internal and external documents related to the situation of Human Rights and Protection in Colombia, as well as monthly updates for national PBI groups.
- Contribute to the analysis and drafting of speeches for the political work of the COP, especially focusing on the United States.
- Promote and lead internal reflections on issues related to the situation in Colombia that would contribute to define the lines of action of the COP according to the context of the country.

Internal Procedures

- Contribute to the training of the COP teams in the areas of Situational Analysis and Advocacy work.
- Assuming occasional rotating responsibility of being on guard (being reachable to respond to emergencies during weekends and holidays)
- Support the identification of possible donors who might fund the COP's activity in Northern America.
- Proper use and management of the internal communication tools and monitoring and evaluation mechanisms of the COP. Participation in the debates and meetings of the project cycle.

DESCRIPTION OF THE PROFILE OF THE ADVOCACY COORDINATOR FOR NORTHERN AMERICA (USA and Canada)

Minimum requirements:

- A university degree relevant to the position: international relations, human rights, social sciences, political sciences, etc.
- Excellent command of English and Spanish (bilingual).
- At least two years of experience of advocacy work in the field of human rights, development cooperation, humanitarian action or other related areas, preferably in Northern America.
- Familiarity with the network of institutional organizations and civil society working in the field of Human Rights in Northern America.
- Extensive knowledge of the human rights and IHL situation of Colombia.
- Adherence to PBI's principles of nonviolence, non-partisanship, horizontality and non-interference action.

Desirable experience:

- At least two years of experience in the field of human rights in Latin America, preferably in Colombia, with non-governmental or grassroots organizations.
- Previous experience in PBI Colombia, in other PBI entities, or in other international accompaniment organizations is highly valuable.
- Knowledge of grassroots organizations working on human rights issues in Latin America.
- Knowledge of security and protection tools in the field of international accompaniment.
- Previous work with networks and NGO coalitions.

Abilities and Skills:

- Ability of preparing situational analysis of Northern America and Colombia.
- Ability to formulate and implement advocacy strategies.
- Ability to prioritize, manage multiple responsibilities, and meet deadlines autonomously and in coordination with a team.
- High capability of written and verbal communication, both in English and Spanish.
- Ability to translate from Spanish to English.
- Management of basic computer programs (Office package, etc.).
- Ability to work collectively in a team made up of people from different countries and cultures.
- Flexibility in the working hours, including weekend work or additional hours at specific times, as well as ability to work under stress.
- Ability to work in consensus and in a horizontal organization.

CONDITIONS OF THE POSITION:

The position will be located in Bogotá (all travel expenses will be covered). The commitment will be 1 year, extendable according to the availability of resources, with a trial period of 3 months, and a working week of 40 hours. 30 days of rest are provided, plus the corresponding Colombian holidays.

- ✓ Salary: 3,412,000 COP (Colombian pesos) per month.
- ✓ Family policy of COP 400,000 per child per month.
- ✓ Full medical insurance.
- ✓ Return flight ticket, in case of coming from outside of Colombia.
- ✓ Annual flight for vacations to the country of origin.
- ✓ Installation expenses in Colombia, if coming from outside of the country.
- ✓ Payment of repatriation at the end of the agreement (€230/month, from the 7th month).
- ✓ Corporate cell phone.
- ✓ Lunch during working days.