Call for applications - Advocacy Officer

Habitat International Coalition (HIC) General Secretariat

Deadline: 30 September 2025, midnight GMT
Location: Remote
Dedication: Part time (50% - 75%), depending on availability
Start date: Mid October or 1st November 2025

HIC's General Secretariat is appointing an Advocacy Officer to coordinate and manage HIC's cross-regional advocacy strategies for influencing and impacting policy and practice in habitat-related human rights (i.e. adequate housing, land, habitat and gender, habitat and sustainable environment). The Advocacy Officer will be working online with a small, multi-cultural team of 6, located across three continents, with occasional opportunities for travel.

About HIC

HIC is the global, independent and non-profit Member organisation for the defence, promotion, full and progressive realisation of human rights related to habitat, in particular the human right to adequate housing. HIC emerged from a civil society initiative at Habitat I in 1976, dedicated to implementing and further developing the UN's Habitat Agenda. Today, HIC has over 350 Members consisting of social movements, community-based groups, civil society organisations, professional associations, voluntary agencies, and research, scientific and educational institutions working in more than 80 countries. HIC operates locally through Members and within regional and UN bodies as a NGO in consultative status with UN-ECOSOC (since 1993).

HIC and its Members work across four strategic areas of habitat-related human rights as a means to improve living conditions and achieve social justice: adequate housing and land, social production of habitat, habitat and gender, and habitat and sustainable environment. Across the strategic areas, HIC and its Members develop and advocate transformative practices, norms and standards through three work streams: i) strengthening popular processes, networking and solidarity, ii) building HIC's regional and cross-regional understanding and capacity (co-learning, action research and human rights training), and iii) influencing public policies at multiple spheres of governance.

The General Secretariat (GS) operates as the hinge of the coalition that manages essential functions required for the cross-regional coordination of HIC and its democratic structures and

processes along HIC's four strategic areas and three work streams.

About the role

The Advocacy Officer plays a leading role in work stream iii) influencing public policies at multiple spheres of governance. This includes working in two fields:

External advocacy processes and partners

- Researching and monitoring global policies, political resolutions and processes (where relevant also regionally and nationally) that influence/affect access to and control over land, construction, distribution and enjoyment of housing, neighbourhood development, and spatial and territorial planning
- Researching, monitoring and connecting with the positions and priorities of HIC Allies, and participating in Allies' processes
- Summarising key aspects of the above for HIC GS Members and Staff to inform internal processes of analysis , debate and strategy
- Drafting HIC cross-regional position papers, endorsements, and where relevant, campaign content
- Coordinating HIC's participation in relevant events and processes, including registration, request of credentials, proposing activities, coordinating participation with strategic Allies and formulating and developing an agenda and programme of activities
- Coordinating and preparing HIC Members and Staff participation in international processes and events, including briefing, speaking notes and follow-up
- When relevant, contributing to the development and implementation of online public organized by HIC in connection to its advocacy strategy

Coordinating HIC Members' advocacy priorities

- Formulating, monitoring and further developing HIC's cross-regional advocacy strategies in relation to HIC's four strategic areas, by drawing on HIC Members' priorities
- Coordinating quarterly online advocacy meetings with HIC Members to share and deliberate strategy
- Coordinate the advocacy components of HIC's cross-regional working groups
- Coordinating the submission of collective contributions to relevant calls for inputs, including the organization of ad-hoc online advocacy consultations with Members
- Researching and monitoring Members' achievements and processes in relation to policy influence at national and regional spheres
- Contributing to strategic planning, monitoring, evaluation, reporting and where applicable, fundraising

This position requires close collaboration and engagement with several positions in the GS, HIC at large and external Partners and Allies, including:

- The HIC-GS Learning Officer so that advocacy processes are informed by and emerge from work streams i) and ii) and vice versa.
- The HIC-GS Communications Officer
- HIC Secretary General, President and Vice President, and where relevant interaction with the HIC Board
- The Coordinators of HIC Reference Centers HIC-AL, HIC-MENA, HIC-Africa, HLRN.

The Advocacy Officer is expected to work independently and as a Team player, respectfully and collaboratively engaging with Members, Colleagues and Partners in a sensitive and participatory manner. HIC Staff set high standards of performance for themselves and others and assume responsibility and accountability for successfully completing assignments and tasks.

Qualifications and competencies

Education and work experience: Postgraduate in social sciences, international relations or similar field ideally with a focus on habitat-related human rights, with at least 5 years work experience in policy research, writing, analysis, advocacy and experience in partnerships and engaging diverse audiences. Prior experience working with civil society organisations, networks and grassroots groups advantageous. An undergraduate degree with at least 8 years equivalent work experience will also be considered.

Languages: Full professional proficiency in English (C1 or C2) and professional working proficiency (B1 or B2) in French and/or Spanish and/or Arabic.

Personal skills and competencies: commitment to human rights and social justice, creative, critical and lateral thinker, proactive and takes initiative, reflexive learner, highly organised, good time management and ability to prioritise tasks, strong interpersonal communication abilities, respectful and tolerant. Integrity, maintaining ethical and organizational norms, capacity for sound operational decision making.

Technical skills: full proficiency Google Workspace, MS Office, online communication platforms Zoom, etc.

Work Conditions and Location

The Advocacy Officer will work in an online yet close-knit, supportive Team that respects and promotes diversity and seeks to fully engage each individual's unique qualities and different cultural backgrounds. We are a small multi-cultural team of 6, located in Chile, Kenya, Nigeria, South Africa and Spain.

The work will be on a part-time basis (50% - 75%). The Advocacy Officer is expected to work across different time zones and be willing to occasionally travel.

Salary will be commensurate with applicant's experience and is inclusive of benefits (i.e. tax and medical aid deductions will need to be organised by the Advocacy Officer).

Application Details

(1) cover letter elaborating on suitability, motivation to apply and salary expectation
(2) CV outlining relevant experience and skills
(3) the contact details of at least one reference

Application must be submitted by 30 September 2025 (midnight, GMT) to Yolande Hendler - HIC Secretary General secretary.general@hic-net.org

Please e-mail applications in Word or PDF format, with 'HIC Advocacy Officer Recruitment' in the subject line.

Please note that only qualified applicants will be shortlisted and contacted.