

Vacancy Announcement	Program Officer ICA-EU Partnership on Co-operatives in Development: People Centered Business in Action
Job Duration	24 Months starting October 2018 (Extendable depending on renewal of partnership with the EU & staff performance)
Location	ICA Asia and Pacific (New Delhi, India)
Salary	Competitive

#### CONTEXT

The ICA-EU ‘Cooperatives in Development – People-centred businesses in action’ project or partnership program, is to promote the cooperative business model in global, regional and local development context, and strengthen cooperative organisations as viable actors in the development processes in their own right. This project runs from March 2016 to August 2020.

The International Co-operative Alliance is an independent, non-governmental organization established in 1895 to unite, represent and serve co-operatives worldwide. The ICA Asia-Pacific (ICA-AP) regional office was established in New Delhi in 1960 to provide a voice and forum for knowledge, expertise and coordinated action for and about co-operatives in the region. The ICA-AP members are national co-operative organizations across 32 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. The ICA-AP provide services to members such as advocacy, information & research, consultations and platforms for exchange. More information is available at: [www.ica-ap.coop](http://www.ica-ap.coop)

#### ROLES AND RESPONSIBILITIES

The Program Officer will support in the implementation of the partnership program in the Asia Pacific region by enhancing the overall capacity of the team in advocacy, developing strategic communications based on research & training outputs; coordinating international development meetings and conferences etc. She/he will contribute to the design and development of concept notes, develop programs where members collaborate, and undertake program related activities as assigned. The Program Officer will work within the Asia Pacific Unit of the ICA-EU partnership team and report to the Regional Director.

Key responsibilities:

A. Knowledge Management and Advocacy

- Systematically manage reports and information produced by ICA-AP and its partners with the aim to enhance advocacy and visibility of the partnership program, the co-operative enterprise model and the work of ICA-AP.
- Write and support the team in thematic papers on topical issues concerning co-operatives in the Asia Pacific region, engage with staff in collecting and strategically disseminating information on promotion of co-operative enterprise model;
- Co-manage content on the internet including website(s) in collaboration with relevant ICA-AP staff;

- Collect information, case studies and data that will be relevant to research, advocacy and overall implementation of the partnership program.

#### B. Programs & Conference Coordination

- Support and assist in the coordination of program related activities like seminar, meetings and events;
- Engage with stakeholders in identifying and approaching appropriate resource persons for activities like trainings, seminars, policy conferences etc.
- Support the production of brochures, info-stories, media statements, articles, etc.;
- Develop concept notes and position papers;
- Contribute to strengthening engagement and fostering partnerships with members and stakeholders;
- Participate at relevant development-cooperation and program-review meetings on behalf of the ICA-AP;
- Any other activities as assigned.

### PERSON SPECIFICATIONS

#### Essential

- University degree in international relations, management, economics, finances, political sciences, law or similar;
- At least 2 years of relevant professional experience as program officer or similar with international engagement;
- Good understanding of Sustainable Development Goals, the co-operative enterprise model as well as good level of general awareness on international affairs;
- An ability to quickly learn about organizational partners and related structures;
- Previous writing experience and experience of organizing international development meetings and conferences;
- Excellent command over English; attentive to details and able to prioritize work; good IT and communication skills; ability to work in a multi-cultural team; demonstrate commitment to the cooperative values and principles

#### Desirable

Knowledge of foreign languages, and interests in areas concerning co-operative development will be considered as an asset.

### APPLICATIONS:

Interested candidates are asked to apply by submitting the application form below and a detailed CV to [recruitment@icaap.coop](mailto:recruitment@icaap.coop). Please mention in the email subject your name followed by 'Program Officer'. Deadline for applications is the **September 10, 2018**. Only those candidates selected for interviews will be contacted. No phone calls please. Interviews will take place at our office in September 2018.

Application Form

Please fill-in the application form below, and send it back with a detailed CV.

Personal details

First name:		Last name:	
Address:		E-mail:	
		Mobile:	

Education

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

List general, specialized and other trainings undertaken, whether obtained formally or informally, which you feel to be relevant to the position. Please provide a short description.

Training, course, etc.

Competencies, knowledge and experience

Please explain how your skills and experience match the specifications listed in the roles and responsibilities. Please use relevant personal examples to support your case (max 1/2 page).

Motivation for application

Please explain why you are applying for this position (max 1/2 page)

If offered the position, when could you take it up? (date)

Signed and Date