# Vacancy announcement

## CADE Project coordinator

## Part-time position (80% FTE)

November 2023

### 1. Background

Forus is a global network supporting and connecting civil society for effective social change. It brings together 68 National NGO Platforms and 7 Regional Coalitions from Africa, America, Asia, Europe and Pacific, reuniting over 22.000 NGOs.

The **Civil Society Alliances for Digital Empowerment** (CADE) project is a 45-month programme (2024 to 2027) funded by the European Commission aiming at increasing structural engagement of civil society organisations (CSOs) in global and regional multilateral and multistakeholder internet governance (IG) and standard-setting fora (IGF, ITU, IETF, ICANN), and ensuring the multiplier effect of such engagement through synergies among CSOs in support of an open internet, inclusive and human-centric policymaking processes, and a sustainable digital future.

The outcomes of this program are:

1. increased capacity of CSOs for meaningful advocacy, participation, and contribution to multilateral and multistakeholder IG processes, including the ability to analyse and report on outcomes of processes and issues from a human rights perspective;
2. increased engagement of CSOs in global, regional and national IGFs and other IG policy shaping and standard-setting forums to promote a human-centric policy approach and enhance trust among stakeholders;
3. strengthened cooperation between CSOs in the Global North and Global South to advance inclusive and open IG, involve absent communities, and connect global IG policy processes with local IG-related initiatives.

This programme will be implemented by a global consortium of civic space and democracy support organizations and networks, led by Diplo and including nine co-applicants from all continents: Forus, ECNL, CIPESA, KICTANet, Sarvodaya, Vision for Change , SMEX, PICISOC and Karisma.

As a consortium partner of the program, Forus will be responsible for coordinating a global mapping and a baseline study, and for strengthened cooperation between CSOs in the Global North and Global South (outcome #3). Along with the other co-applicants, Forus will engage in key events and conduct a series of awareness-raising and IG digital literacy campaigns in the Global South (for instance by reinforcing the Let's Talk Digital campaign), foster local partnership and networking, and mobilise its global network to enhance Global North – Global South strategic cooperation and maximise the spillover effect of the programme. Forus will build a peer-learning community across regions while continuously advocating for policymakers.

In the framework of this project, Forus seeks the **CADE Project coordinator**. The Forus CADE Project coordinator will report to the Forus Director. As a member-led network, Forus is also committed to working closely with its members in all activities.

## 2. Responsibilities

| Main responsibilities and tasks | |
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| Project coordination | ● Lead Forus' engagement in the CADE project and ensure effective project implementation, timely and successful delivery, and leadership on project-related topics.<br>● Ensure regular coordination with the consortium lead and consortium members, as well as other project partners. Participate in project management meetings and other project-related collaboration spaces. Liaise with other project-related global exchange platforms.<br>● Ensure ongoing project monitoring and track progress and activities, using project-specific and overall Monitoring, Evaluation, Accountability and Learning (MEAL) tools and processes.<br>● Ensure compliance with grant agreements, strategies, and other project modalities, and support funder communication, including required reporting. |
| Lead issue-area advocacy and engage in key influencing spaces. | ● Lead Forus policy and advocacy activities on digital civic space.<br>● Build coalitions, facilitate joint advocacy initiatives, and draft statements in close cooperation with Forus members and partners.<br>● Support global and regional awareness-raising and IG digital literacy campaigning, the creation of innovative communication material (articles, podcasts, videos and other external communications…) & engagement with media, in collaboration with Forus Communications team.<br>● Represent Forus in key spaces related to the project theme and by communicating insights to target stakeholder audiences, in collaboration with Forus Advocacy team.<br>● Share knowledge and insights on internet governance and digitalisation with the Forus Advocacy team for these messages to be shared in other international "non-expert" fora in which the network is active (such as the High-Level Political Forum, the Finance in Common Summit and more) |
| Facilitating network-level activities and peer-sharing. | ● Liaise with technical experts and consultants working on the project (mapping exercises, research on emerging technologies…) and support the selection/recruitment processes.<br>● Support IG-related digital literacy and capacity development programmes.<br>● Coordinate the organisation of online or in-situ side-events or other peer-sharing events. |
| Other responsibilities | ● Actively engage and contribute to the smooth functioning of internal processes and activities, and to team and network-wide discussions and engagement processes. |

## 3. Required qualifications and skills

**Education/Training & Minimum Professional Experience required:**
● Master's degree (or equivalent work experience) in human rights, international development, or another relevant field
● At least 7 years of working experience in an international setting with global and national partners and networks.

**Skills and knowledge:**
● Outstanding track record in project management including holding final responsibility for operational delivery and donor relationship management.

- Recognized expertise and track record of successful advocacy work on digital civic space, emerging technology and their impacts on civil society and legislations around digitalization in national and international settings.
- A strong interest and commitment to defending digital civic space and promoting a more digital enabling environment for civil society globally.
- Knowledge of common political, technical, economical and administrative constraints affecting the digital rights of civil society organizations.
- Ability to forge close collaboration and trusted and equitable relationships between civil society organizations from diverse geographic and socio-economic backgrounds.
- Excellent skills in external relationship management, including with donors, government officials, external civil society stakeholders and the wider civic space and enabling environment field.
- Commitment to Forus' mission, vision and values with solid understanding of global development issues, and understanding of the socio-cultural, historical, political and economic global context.
- Demonstrated experience and skills of working with diverse stakeholders, and facilitating platforms of cooperation, networking, building partnerships and broad alliances across a large spectrum of topics, cultures and tactics.
- Great ease in communicating with high-level stakeholders at national and international level.
- Full professional proficiency in English. Proficiency in French and Spanish in speaking and writing required.

**Personal qualities/interpersonal skills:**
- Thrives in cooperative work environments in which the collaborative pursuit of shared objectives is the priority.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner with excellent attention for detail.
- Proactively seeks and provides feedback, strong emotional intelligence.
- Creative thinker with a "can-do", outward-looking and problem-solving attitude, willing to guide others with confidence and take risks when appropriate.
- Highly organized independent worker, including in remote work settings with a decentralized team.
- Clear and sharp communicator able to bring across often complex and conceptual ideas in a down-to-reality and simple manner. Structured and engaging public speaker. Excellent interpersonal skills, with the ability to develop and maintain strong relationships with highly diverse stakeholders and excellent cross-cultural sensitivity and ability to work effectively taking into account different socio-cultural contexts and global time zones.
- Ability to work under pressure and towards tight deadlines maintaining effective performance in high pressure environments.
- Ability and willingness to travel regularly to global and regional conferences and policy fora, planning and monitoring visits to select partner countries, etc.

### 4. Conditions

Starting date: January 2024
Contract type: Part time (80% - 4 days / week) employment contract (under French law) or consultant contract.
Location: flexible, the Project Coordinator can be located in Forus' offices in Paris or work remotely.
Salary/compensation: dependent on experience.

### 5. Application procedure

The application documents must be submitted as soon as possible per email to the following address: recruitment@forus-international.org
The application must be in English and include a motivation letter, CV and 3 references.

Please send attachments in PDF and include the position ("CADE Project Coordinator") and your name in the subject of the email.

**The position will be open until filled, and interviews will take place on a rolling basis.** Only candidates who are shortlisted for interviews will be contacted.

Forus is an equal opportunity employer. We strive to make positions accessible to all regardless of nationality, ethnicity, race, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status, etc.