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JOB ANNOUNCEMENT

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Global Migrant Rights Network Seeks International Coordinator Location: Manila, Philippines

Migrants Rights International (MRI) is seeking candidates for the position of **International Coordinator**. MRI is a global non-governmental alliance of migrant and migrant rights organizations, unions, faith based, regional networks and other sectors and groups that promotes and defends the human rights of all migrants. Formed in 1994 (as the International Migrant Rights Watch Committee), MRI's objectives are:

- to promote the recognition and respect for the human rights of all migrants and members of their families;
- to advocate for universal ratification of the UN International Convention on the Protection of the Rights of All Migrant Workers and Members of their Families;
- to facilitate the efforts of migrant associations and other non-governmental organizations in advocating for migrants' rights; and
- to monitor trends and developments in the situation of migrants' rights and welfare.

Position Description:

The International Coordinator (IC) will be responsible for leading the development of MRI's international field office, to be based in Manila, Philippines, at least through the end of 2008. MRI is seeking candidates who will bring a strong commitment to human rights, is experienced in building organizations, understands the values and tasks of organizing and mobilizing grassroots-based constituents, and is familiar with the situation of migrants and migration policies. The position will require a capacity to formulate and raise funds to support an operational budget, coordinate events in a variety of locations internationally, and act as a spokesperson for the organization as needed. The International Coordinator will work closely with members of the MRI's Steering Committee, and particularly with Philippine-based members who will assist in the establishment of the secretariat in Manila. This is a full-time position and will begin immediately.

Responsibilities:

1. To further develop and sustain MRI's role as a leading international alliance of migrant and migrant rights organizations, as a voice for the promotion and defense of the human rights of migrants and as a vehicle for the development of the global movement for migrant rights.
2. To establish a new secretariat in Manila, including the procurement of staff, interns and volunteers to carry out basic organizational functions and implementation of program goals, objectives and activities.

3. To maintain effective and regular communications with the MRI Steering Committee, members and constituents.
4. To oversee the organization's budget, and to develop and implement a fundraising plan, which will include work with foundations.
5. To coordinate the development of informational, educational and policy materials.
6. Working with the organization's Steering Committee, ensure the development and implementation of a membership program, particularly the recruitment of migrant-based organizations in the global regions.
7. Coordinate events and activities of the organizations. This will include preparations for civil society involvement towards the intergovernmental Global Forum on Migration and Development that will take place in Manila in 2008.
8. Coordinate activities for the effective functioning of MRI's Steering Committee, including coordination of regular international conference calls, meetings, and the preparation of financial and program reports as required, including oversight of the organization's legal and tax status.
9. Procure and maintain relations with MRI contract consultants, who may be based in various cities internationally.
10. Maintain relations with international agencies and partners, including those based in Geneva, where MRI had maintained an office since its founding.
11. To coordinate regular assessments and evaluations of the organization's programs.
12. Ensure the further development and maintenance of MRI's website.

Qualifications:

- Demonstrated commitment to and understanding of migrant rights' issues and international human rights framework.
- A minimum of five years practical experience in the field of non-governmental organizations, preferably at national and/or global regional or international levels, including the development, coordination and implementation of projects.
- Demonstrated experience and competency in the development or administration of non-governmental organizations, including the development of budgets, grant-writing and other fundraising skills.
- Strong writing, research and speaking skills.
- Ability and willingness to travel internationally.
- Ability to speak and write fluently in English. Spanish and other language skills preferred.
- Ability to work in a multicultural and demanding environment.
- Good computer skills and familiarity with office technology.

Compensation:

- Starting salary of \$2,000 to \$2,500 USD per month (before taxes), depending on skills and experience.
- Health and accident insurance.
- Other benefits, including vacation, sick leave and compensation time as determined by the Steering Committee.
- Moving costs for relocation to Manila.

Application Procedures:

Interested applicants should submit by September 20, 2007, a letter of self-introduction, resume (CV) and three letters of recommendation in English, by email to migrantsrightsinternational@gmail.com. Include the reference: International Coordinator Position in the subject line. Potential candidates will be interviewed by phone and/or in-person meeting as viable.