

Position Description of the HIC General Secretariat



HIC / Lines of Intervention	HIC-GS / Responsibilities	HIC-GS / Services/Activities
<p>Advocacy for recognition defence and full implementation of habitat rights</p>	<ul style="list-style-type: none"> ▪ Be at the cutting edge on habitat issues ▪ Coordinates global campaigns ▪ Coordinates HIC declarations ▪ Represents HIC at international civil society networks ▪ Coordinates advocacy at UN-Habitat and other habitat-related international bodies 	<ul style="list-style-type: none"> ▪ Provides fund raising and coordination of global projects ▪ Coordinates resources for global campaigns and researches opportunities for international projects ▪ Articulates the main global habitat issues ▪ Permanently updates the habitat key terms ▪ Attends WSF-IC commissions and meetings ▪ Coaches HIC spokesperson team ▪ Collects and disseminates HIC declarations ▪ Coordination of the process towards gender mainstreaming in HIC ▪ Relation with ONU
<p>Strengthening people's processes for a place to live in dignity</p>	<ul style="list-style-type: none"> ▪ Supports Urgent Appeals ▪ Is in permanent contact with HIC members ▪ Seeks/provides support from and to the Coalition's members ▪ Bridges actions with other networks ▪ Registers HIC in United Nations system 	<ul style="list-style-type: none"> ▪ Calls for letters to express solidarity and denouncements ▪ Daily contact with HIC members, answering questions, orienting their inquiries to HIC structures and other members ▪ Develop special site section promoting exchanges among HIC members ▪ Provides basic information about HIC to new members; provides certificates to active members and friends ▪ Attends allies' events and participates in their campaigns ▪ Creates a membership data base with on-line services and documentation of all members ▪ Processes membership applications, requests the corresponding HIC structures for their endorsement and informs the Board ▪ Provides administration of HIC members' contributions/fees
<p>Consolidating the Coalition</p>	<ul style="list-style-type: none"> ▪ Supports the General Assembly ▪ Executes Board decisions ▪ Provides accountability of the Coalition ▪ Provides coordination among HIC structures ▪ Manages membership ▪ Acts as the Coalition's legal representation ▪ Manages resources ▪ Coaches elections in HIC structures 	<ul style="list-style-type: none"> ▪ Is in permanent contact with HIC President ▪ Functions in coordination with Focal Points and Board members, promotes decentralised General Assembly meetings ▪ Provides coordination of the agenda, minutes and follow-up of the Board and General Assembly meetings, as well as virtual consultations ▪ Executes Board decisions with support of the Executive Committee ▪ Applies the by-law for the election of HIC President ▪ Attends HIC structures' meetings and supports their fund raising ▪ Functions in coordination with HIC regional and thematic structures for membership management ▪ Provides roster of HIC board members ▪ Produces the HIC Annual Report, flagship publication ▪ Coordinates HIC structures' annual plans and reports ▪ Organizes the HIC global meetings, contents and logistics ▪ Fund raising for global activities related to projects
<p>HIC-GS/Nov2012</p>	<ul style="list-style-type: none"> ▪ Overall: 	<ul style="list-style-type: none"> ▪ Management of HICademy ▪ Annual audited accounting ▪ HIC-News and other communication tools ▪ Media database ▪ Translates HIC documents into 3 languages (English, Spanish and French) ▪ Updates HIC registration in the Netherlands ▪ Fundraises for operational costs ▪ Updates HIC status at ECOSOC and UNDESA Quadrennial Report