

QUAKER UNITED NATIONS OFFICE GENEVA

JOB TITLE: Programme Assistant, Quaker United Nations Office
LOCATION: Quaker UN Office, Geneva, Switzerland
ACCOUNTABLE TO: The Director, QUNO
REMUNERATION: See Conditions of service below
DURATION: 1 November 2011 to 31 October 2012

This is an opportunity for a person with an interest in international affairs and in international organisations to experience a range of international work, while working as an assistant to QUNO's programmes, with a particular focus on climate change and natural resources issues.

General Summary

The work of QUNO arises out of a concern for the Quaker peace testimony and for building the institutions of peace. The office in Geneva, which is based at Quaker House, is concerned with work at the UN and other international institutions on human rights and refugee issues, trade, development and the environment, and disarmament and peace. The office is run by a small team who share in varying degrees the work of the programme, as well as the administration and catering - including cooking, serving and washing up - at Quaker House.

This appointment provides an opportunity to gain first-hand knowledge and experience of Quaker international work, partly through working directly on QUNO programme work and partly by supporting all the members of the QUNO staff.

Quaker United Nations Office (QUNO)

The Quaker United Nations Office (QUNO) in Geneva is a partnership between Quaker Peace and Social Witness (QPSW) and Friends World Committee for Consultation (FWCC). The QUNO Committee for Geneva, which comprises Friends appointed by both QPSW and FWCC, oversees the work of QUNO and sets the priorities for the programme work.

Quaker Peace & Social Witness works with, and on behalf of, members of the Society of Friends in Britain to translate faith into action. Quakers are committed by faith to make active witness for peace and justice. The Quaker testimonies to equality, justice, peace, simplicity and truth are a challenge to alleviate suffering and seek positive change.

FWCC is set up to act in a consultative capacity to promote better understanding among Friends the world over, particularly by the encouragement of joint conferences and inter-visitation, the collection and circulation of information about Quaker literature and other activities directed towards that end. FWCC has General Consultative Status at the United Nations as an international non-governmental organisation and this is the umbrella for the work of the QUNOs in Geneva and New York, and the other Quaker UN representation.

Duties and responsibilities

The post will comprise two sets of responsibilities as follows:

1) Programme work (approximately 50% of time):

- assisting the programme staff of QUNO in their work researching and scoping future work in the areas of climate change and natural resource management which is likely to include:
 - (1) concerns of those who migrate in situations of climate change, including cultural continuity; those left behind who cannot/do not wish to migrate; the receptor (host) communities and their relationship to the migrants,
 - (2) definitions and categorisation of migrants under conditions of climate change (including perhaps distinctions such as economic, forced or voluntary migration)
 - (3) whether or not the cause of migration can clearly be attributed to slow-onset climatic changes or to sudden onset events, and what the policy implications of establishing such causation might be
 - (4) Sharing of natural resources, especially under conditions of climate change and migration, with a particular focus on opportunities for collaboration in natural resource management rather than conflict;
 - (5) exploring and understanding the process of climate change negotiations at the UN and elsewhere
- attending UN, NGO and other meetings;
- representing QUNO at such meetings, as appropriate;
- assisting in setting up and participating in meetings at Quaker House;
- writing internal notes and reports;
- collecting, reading, analysing, sorting and filing documents;
- helping to prepare submissions to the UN, and other materials;
- responding to enquiries by letter, email and telephone.

2) Administrative tasks across all three programmes (approximately 50% of time)

- assisting with QUNO's Geneva Summer School;
- assisting in the arrangements for lunches and other events which take place at Quaker House, including cooking and clearing up and other tasks around the House;
- working with other members of staff on general routine clerical duties including filing, postage, photocopying, and all aspects of hospitality;
- assisting with the maintenance of the QUNO data base and other tasks related to QUNO outreach activities;
- assisting with managing and editing QUNO's newsletter (the Geneva Reporter) and web site.

Applicants should be aware that while the work focuses on the United Nations and other international organisations in Geneva, much of the day-to-day work is administrative and takes place in the Quaker UN Office.

Everyone in the QUNO office works as part of an extended team, and will, from time to time, be asked to assist in other areas of work.

Qualities and Qualifications

A key feature of the post is the Programme Assistant's ability and willingness to contribute actively to QUNO's administrative, corporate and programme work. While there is no insistence on any particular qualification, the post would suit a Friend or person with an understanding of the Quaker approach to the work, and who has taken a demonstrable interest in one of the specified work areas, e.g. through voluntary or other activities. Interest, enthusiasm and proven analytical and writing skills are more important than specialist/academic knowledge.

- Applicants will hold a degree or equivalent, or be pursuing further study. They should have a demonstrable interest in international affairs and the work of the United Nations and other international organisations in general, with a particular interest in issues relating to natural resources, international environmental policy or climate change.
- English is the working language of the office. Knowledge of French is desirable, as Geneva is a French-speaking environment, and knowledge of Spanish or another language is an advantage.
- Computer skills required.
- The ability to get on well with all kinds of people, a willingness to help the rest of the team and a sense of humour all help!
- Appointment to this post requires the postholder to be legally eligible for employment within Switzerland or member states of the European Union. For an exceptionally suitable candidate with strong Quaker connections not eligible to work in EU/Switzerland, we might be willing to make a case for their employment to the Swiss authorities. However, since there is no guarantee of success, any offer would be made subject to a successful application for a work permit.

Conditions of Service

Salary: 1360.- Swiss francs per month. In addition, QUNO covers the cost of housing (approximately 1000.- Swiss francs per month), a public transport pass covering all public transport in Geneva, and the social costs, benefits and health insurance required under Swiss law.

Holidays: 27 days to be taken during the contract period, in addition to Geneva public

holidays. The days in which the office is closed, other than public holidays, count as part of the leave allowance. Timing of vacations is to be agreed in advance with QUNO's Director.

Working hours: QUNO follows Swiss custom of a 40 hour work week. Office hours are normally 9am to 6pm with a one-hour lunch break. Time worked over and above that, if agreed in advance with QUNO's Director, is compensated by time off in lieu, to be taken within two weeks at times agreed in consultation with the Director.

Travel costs at the start and end of the appointment: The costs of a return ticket from the appointee's home base will be paid for.

Closing date for completed applications: 29 September

Interviews: Expected for 6-7 October

Starting date: 1 November 2011 (or by arrangement). This assignment is expected to last for one year. Special arrangements might be feasible if an exceptionally well qualified candidate is available for a slightly shorter period.

Medical clearance policy: Your appointment will be subject to medical clearance. All successful applicants are asked to complete a pre-employment medical questionnaire for assessment by our occupational health advisor.

<p>Please send completed application forms via email to: quno@quno.ch</p>
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