



Quaker United Nations Office

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JOB TITLE: Programme Officer, Peace & Disarmament
LOCATION: Quaker United Nations Office, Geneva, Switzerland
STARTING DATE: 15 January 2012 or as soon as possible thereafter

This is a one-year mid-level/junior professional level appointment.

This is a major and exciting opportunity for a committed and motivated person with excellent analytical, visioning and inter-personal skills to contribute to shaping the work of a unique organization. While there might be a possibility of further employment after one year, this depends on QUNO's future commitments and not only on the successful performance of the staff member.

We are seeking a person with experience and skills in peacebuilding and/or disarmament, with a general knowledge of international affairs and the United Nations system and practical experience in developing countries. We seek a full-time person, but will consider alternatives.

The person appointed will work with and under the supervision the Director of QUNO in exploring and analysing the future directions of QUNO Geneva's work on Peace and Disarmament and in maintaining the existing programme of work.

Quaker United Nations Office (QUNO)

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, focuses on work at the UN and other international institutions on issues related to human rights and refugees, global economics, and disarmament and peace. The office is run by a small team who share in the different dimensions of the life of QUNO.

The Quaker United Nations Office (QUNO) in Geneva is governed by the QUNO Association, a partnership between Quaker Peace and Social Witness (QPSW) of Britain Yearly Meeting and Friends World Committee for Consultation (FWCC). For further information, see the QUNO website (www.quno.org).

Duties and responsibilities

The post will comprise three principal sets of responsibilities, as follows:

1) Future shape of peace and disarmament work at QUNO:

- Work closely with the QUNO Director and other staff in the development of ideas and future directions for QUNO work on peace and disarmament
- While building on QUNO's long history of patient long-term commitment, explore alternatives that tend to integrate QUNO's work across existing programmes of work
- Maintain and develop conversations with key partners, especially QUNO New York
- Develop fundraising approaches and proposals as appropriate to future work

2) On-going work:

- Gain a thorough understanding of partnerships in which QUNO plays a key role, namely the Geneva Forum, the Geneva Peacebuilding Platform and the Geneva Declaration on Armed Violence and Development.
- Provide QUNO participation in these partnerships, including the design and implementation of programme activities and representation of QUNO in management and (from time to time, in representation of the Director) steering committees.
- Assist in the co-ordination of peacebuilding work with QUNO-NY, including the development of possible joint programming
- Monitor and report on Geneva-based disarmament processes (e.g. Conference on Disarmament)
- Undertake relevant research and writing assignments

3) Shared team responsibilities:

Everyone in the QUNO office works as part of an extended team, and will, from time to time, be asked by the Director to assist in other areas of work. These are likely to include active participation in QUNO's annual UN Summer School in Geneva, writing for QUNO and other Quaker publications, and reporting to QUNO's governing Committee.

Qualities and Qualifications

The successful applicant is likely to:

- hold a postgraduate degree or equivalent in a relevant field;
- have strong interpersonal and team skills, including a sense of humour;
- have demonstrated analysis and writing skills;
- have at least two years relevant postgraduate work experience, including practical experience in developing countries; additional experience would be an advantage;
- have a committed interest in international affairs and the work of the United Nations in general, and in peacebuilding in particular; peacebuilding or related field experience is an advantage;
- have experience of creative thinking and visioning future work programs;
- be a member of the Society of Friends or be in sympathy with Quaker principles in general and with Quaker approaches to work at the international policy level;
- have strong English writing and speaking skills (the working language of the office is primarily English). Good knowledge of French and other languages is an advantage;
- have computer skills (e.g., Word, Outlook, Excel);
- have the ability to complete agreed tasks on time with minimum supervision and to organize own work.

Appointment to this post requires the post-holder to be legally eligible for employment within Switzerland or member states of the European Union. For an exceptionally qualified candidate not presently eligible, we might consider seeking permission from the authorities to employ you.

Conditions of Service

Salary: CHF 67,000-76,000 gross per annum depending on qualifications and experience. Employee and QUNO contribute equally to social security (AVS) and pension fund (LPP). QUNO covers

required accident insurance. The employee is responsible for and required by law to have health insurance.

Holidays: 27 days per annum, in addition to Geneva public holidays. The days when the office is officially closed, other than public holidays, count as part of the leave allowance. Timing of vacations is to be agreed in advance with the Director.

Working hours: QUNO follows Swiss practice 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, agreed in advance, is compensated by time off in lieu, and should be taken within two weeks at times agreed in consultation with the Director.

Location: The post is based in Geneva, Switzerland. Some international travel will be required.

Travel costs at the start and end of the appointment: If the appointee is not currently living in Geneva, the costs of an economy return ticket from the appointee's home base and a modest removals allowance will be paid by QUNO.

Closing date for completed applications: 27 November 2011

Interviews: Anticipated for approximately 18-20 December 2011

Starting date: 15 January 2012 (or as soon thereafter as possible)

TO APPLY

Please send your Curriculum Vitae and a cover letter by email to: quno@quno.ch or by post to Office Manager, QUNO, Avenue du Mervelet 13, CH-1209 Geneva, Switzerland, clearly indicating "D & P Programme Officer."

There is no application form for this position, but please ensure that your application includes:

- Details of your education and employment history
- Your assessment of how your qualifications and experience fit you for this job
- Your motivation for working on these issues within a Quaker organisation, including information about your membership or other experience and knowledge of the Society of Friends
- The names and contact details of three referees whom we may contact
- A sample of something you have written of relevance to the position
- A statement of the nationality of your passport(s)

All applications will be treated in confidence