



Quaker United Nations Office

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JOB TITLE: Programme Officer, Disarmament and Peace, Quaker
United Nations Office
LOCATION: Quaker UN Office, Geneva, Switzerland
STARTING DATE: 1 March 2011

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

This is an opportunity for a person with peacebuilding and disarmament background and skills, with a general knowledge of international affairs and the United Nations system, to participate in the work of the Quaker United Nations Office. The person appointed will play an important role at a time of transition at QUNO. The appointment is for one-year: 1 March 2011 to 28 February 2012. We seek a full-time person, but will consider alternatives.

The person appointed will work with and under the supervision of the retiring Director and Representative for Disarmament and Peace and the incoming Director in carrying out the programme tasks of QUNO's Disarmament and Peace Programme and its evolution.

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 varying degrees 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 five principal sets of responsibilities, as follows:

1) Peacebuilding work:

- Assist in evolution and implementation of programme activities of the Geneva Peacebuilding Platform
- Represent QUNO, as required, on the Steering Committee of the Geneva Peacebuilding Platform and undertake related tasks
- Assist in the co-ordination of peacebuilding work with QUNO-NY, including the development of possible joint programming
- Deepen QUNO peacebuilding connections with other Quaker agencies and more widely
- Undertake relevant research and writing assignments

2) Disarmament work:

- Actively engage in the work of the Geneva Forum, including programme development and implementation
- Represent QUNO, as required, on the Steering Committee of the Geneva Forum
- Monitor and report on Geneva-based disarmament processes (e.g. Conference on Disarmament)
- Plan and implement other disarmament activities as may be deemed desirable

3) Armed violence and development work:

- Work as part of the small team dedicated to the implementation of QUNO's work with civil society organization in relation to the Geneva Declaration on Armed Violence and Development, including programme planning and implementation, communication and outreach
- In particular, assist with the preparation for civil society participation in the 2d Ministerial Review Summit of the Geneva Declaration (31 October – 1 November 2011)

4) Future developments:

- Work actively with the QUNO Director in the development of ideas and directions for the QUNO's disarmament and peace work beyond work already planned for 2011
- Develop fundraising approaches as may be appropriate to future work

5) General QUNO tasks

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. While the precise tasks will be agreed between the Director and the Programme Officer, they 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

Applicants will:

- hold a postgraduate degree or equivalent in international relations or related field;
- have demonstrated research, analysis and writing skills;
- have at least 2 - 4 years work experience;
- have a genuine interest in international affairs and the work of the United Nations in general, and in security and peacebuilding work in particular; peacebuilding or related field experience an advantage;
- 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 an advantage;
- have computer skills (Word, Outlook, Excel);
- have the ability to complete agreed tasks on time and with minimum supervision as well as to get on well with all kinds of people, willingness to help the rest of the team and a sense of humour!

NB Appointment to this post requires the post-holder to be legally eligible for employment within Switzerland or member states of the European Union.

Conditions of Service

Salary: CHF 66,000-74,000 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: 1 February 2011

Interviews: 8 or 9 February 2011

Starting date: 1 March 2011 (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."

Your application should include:

- 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
- The names and contact details of three referees whom we may contact
- A sample of something you have written of relevance to the position

**All applications will be treated in confidence.
Whilst we are grateful for all applications, we will only be able to acknowledge
those of shortlisted candidates.**