

FRIENDS WORLD COMMITTEE FOR CONSULTATION (QUAKERS)

www.quno.org



Quaker United Nations Office

13 Avenue du Mervelet
CH-1209 Geneva, Switzerland

Tel +41 (22) 748-4806
Fax +41 (22) 748-4819
Email quno2@quno.ch

JOB TITLE: Programme Officer, Quaker United Nations Office
LOCATION: Quaker UN Office, Geneva, Switzerland
STARTING DATE: 1 June 2010

This is a new mid-level/junior professional level appointment made possible by project funding

This is an opportunity for a person with human rights and research experience and knowledge of international affairs and the United Nations to participate in a range of UN human rights work, primarily on a project about mental health of children of prisoners, as well as undertaking research, scoping and facilitation work on economic-related issues, such as migration linked to climate change.

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, is concerned with work at the UN and other international institutions on human rights and refugee issues, global economic issues 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 at Quaker House.

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.

See the QUNO website (www.quno.org) for further information.

Duties and responsibilities

The post will comprise three sets of responsibilities as follows:

1) Human Rights Programme work (at least 50% of time)

Taking primary responsibility for administration and management of QUNO's part of the 3-year EU funded COPING (Children of Prisoners, Interventions and Mitigations to Strengthen Mental Health) consortium research project, in particular as work package leader on 'other stakeholder interviews'.

Assisting the Representative for Human Rights and Refugees on other aspects of the COPING project and her programme of work more generally (current priorities are children of prisoners, women in prison, conscientious objection to military service and refugee protection). The work will include:

- undertaking stakeholder interviews amongst relevant government representatives to the UN, and UN and specialised agency staff, and experts for the COPING project;
- preparing and delivering submissions to UN human rights bodies, in particular in relation to the COPING project and its results;
- helping to develop and implement strategy;
- attending UN, NGO and other meetings in Geneva and abroad;
- representing QUNO at such meetings, as appropriate;
- undertaking research and writing assignments;
- assisting in setting up and participating in meetings at Quaker House;
- writing internal notes and reports;
- collecting, reading, analysing, sorting and filing documents;
- responding to enquiries by letter, email and telephone.

2) Global Economic Issues Programme Work (at least 30%)

Assisting the Representative for Global Economic Issues on her programme of work (current priorities are intellectual property rules and access to food, and climate change and migration) including by:

- helping to develop content of new programme work;
- helping to implement strategy and direction of new programme work;
- developing and carrying out research and programme work with a view to strengthening the links between QUNO Geneva's three programme areas;
- attending UN, NGO and other meetings, in Geneva and abroad;
- representing QUNO at such meetings, as appropriate;
- undertaking research and writing assignments;
- assisting in setting up and participating in meetings at Quaker House;
- writing internal notes and reports.

3) 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. All QUNO staff are self-servicing. Whilst the precise tasks will be agreed between the Director, Representatives and the Programme Officer, they are likely to include active participation in the organization of QUNO's annual UN Summer School in Geneva, and reporting to QUNO's governing Committees.

Qualities and Qualifications

A key feature of the post is the Programme Officer's ability and willingness to take on QUNO's EU-funded COPING project management and commitments with immediate effect as well as to

contribute actively to QUNO's other human rights and global economic issues work, and other administrative and corporate work.

Applicants will:

- hold a postgraduate degree or equivalent in human rights or a related subject and have experience in the human rights field;
- have demonstrated research, analysis and writing skills;
- have an understanding of social science research methodology and terminology;
- have at least 3-5 years work experience;
- have a genuine interest in international affairs and the work of the United Nations in general, and in human rights, child rights and/or criminal justice in particular;
- be a Friend or associated with Friends, or have a good understanding of and sympathy with the Quaker approach to the work;
- be fluent in English (the working language of the office). Knowledge of French is desirable, and knowledge of Spanish 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 74,000 gross per annum depending on qualifications and experience.

Employees and QUNO contribute equally to social security (AVS) and pension fund (LPP). QUNO covers the required accident insurance. Employees are required by law to have their own health insurance: this is not covered by QUNO.

Holidays: 27 days per annum, 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 Representatives and according to QUNO leave booking policies.

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 the programme supervisors, is compensated by time off in lieu, to be taken within two weeks at times agreed in consultation with the Representatives and Director.

Location: The post is based in Geneva, Switzerland, with some international travel.

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 will be paid for.

Reporting requirements: The Programme Officer is responsible to the Director of QUNO while working under the direct supervision of the Representative for Human Rights & Refugees and the Representative for Global Economic Issues.

Closing date for completed applications: 24 March 2010

Interviews: 31 March – 1 April 2010

Starting date: 1 June 2010

Medical clearance policy

Your appointment will be subject to medical clearance. The appointee will be asked to complete a pre-employment medical questionnaire for assessment by an occupational health advisor.

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 “**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.

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.