



Quaker United Nations Office

JOB TITLE: Programme Assistant, Human Rights and Refugees
LOCATION: Geneva, Switzerland
DURATION: 1 September 2017 to 31 August 2018 (preceded by ten days preparation in UK from mid-August 2017)

This is a junior professional opportunity for a person with an interest in international affairs and the United Nations to experience a range of international work, while working primarily as an assistant to QUNO's Representative for Human Rights and Refugees.

Background

The Quaker United Nations Office (QUNO) in Geneva and New York seeks to bring Quaker peace and justice concerns to international processes in the areas of peacebuilding and disarmament, human rights and refugees, climate change, natural resources and food & sustainability.

Our style of work is focussed on "quiet diplomacy", including through providing intellectual and physical space for building understanding, exploring alternatives, providing information and helping change attitudes through off the record informal small-group conversations among diplomats, UN staff, NGOs and those in the field. We also use our general consultative status at the United Nations Economic and Social Council and our observer status in several other international bodies to make oral and written statements based on our research and experience and that of others.

The Human Rights and Refugees programme's current priorities are human rights in the context of migration, international policy on refugee protection, conscientious objection to military service, children of prisoners (including children of parents sentenced to death or executed) and links between human rights and peacebuilding.

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

Duties and Responsibilities

The post comprises two sets of responsibilities as follows:

1) Programme work

Assisting the Representative for Human Rights and Refugees in her programme of work including by:

- helping to prepare submissions to the UN (in particular the Committee on the Rights of the Child), and drafting other materials;
- investigating and developing a particular area of work, within the programme's priority areas;
- helping to develop programme strategy;
- attending and reporting on UN, NGO and other meetings, giving presentations and representing QUNO at such meetings, as appropriate;
- assisting in organising and participating in meetings and events at Quaker House and other venues;
- writing internal notes and reports;
- collecting, reading, analysing, sorting and filing documents; supporting all QUNO programmes to engage with human rights mechanisms and undertaking other cross programme activities;
- responding to enquiries by letter, email and telephone.

2) Additional Administrative and Support Tasks:

- jointly leading the organization and the logistics of QUNO's Geneva Summer School and taking a major role in its implementation;
- maintaining the QUNO fundraising database (keep donor research up to date and informing relevant staff members of appropriate opportunities);
- 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 members of staff on routine clerical duties including minute taking, dealing with filing, post, 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 fundraising research, grant proposals and report writing;
- assisting with production of QUNO's *Geneva Reporter* and content for the website and social media.

Whilst the work focuses on the United Nations and other international organizations in Geneva, much of the day-to-day work is administrative and takes place in the Quaker UN Office.

Everyone at QUNO works as part of a small team and contributes to exploring possible connections and joint work between programmes. From time to time we are all asked to assist in other areas of work.

Skills 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. The post would suit a Quaker member or attender or person with an understanding of the Quaker approach to the work. We are looking for someone who has taken a demonstrable interest in human rights and refugees, e.g. through voluntary or other activities. Interest, enthusiasm and proven analytical and writing skills are more important than specialist or academic knowledge.

- Applicants will usually 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 organizations in general, with a particular interest in issues relating to human rights and refugee protection.
- English is the working language of the office. Knowledge of French is desirable, as Geneva is a French-speaking environment. Knowledge of another UN language is an advantage.
- Verbal and written communication skills are essential.
- Research and analysis skills are essential.
- Computer skills are required.
- Experience of donor research and working on funding proposals is an advantage.
- Enthusiasm, 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 are all helpful.

Due to strict immigration regulations in Switzerland, employees at this level would usually need to be Swiss or EU Member State nationals (this at present includes the UK). For an exceptional candidate with strong Quaker connections not eligible to work in the EU or Switzerland, we would 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

Stipend: The stipend will be 1460 Swiss Francs per month. In addition, QUNO pays for furnished self-catering accommodation for a single person in a shared flat in an apartment block for students and young professionals. QUNO covers the social costs, benefits and basic health insurance required under Swiss law. We also provide a travel pass providing free public transport in Geneva for the year.

Supervision: Line management is provided by the Representative for Human Rights and Refugees. The Representative is responsible for guiding you and

reflecting with you on your learning and experience throughout the year, including through regular supervision and quarterly review meetings.

Holidays: 27 days to be taken during the contract period, in addition to Geneva public holidays. The office is closed between Christmas and New Year these days are part of the leave entitlement for staff in addition to annual leave. Timing of vacations is to be agreed in advance with the Representative Human Rights and Refugees.

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 Representative, is compensated by time off in lieu, to be taken within one month at times agreed in consultation with the Representative.

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.

Closing date for completed applications: 1 May 2017

Interviews: Expected to be held in London or virtually in the week beginning 29 May 2017

Starting date: 1 September 2017, with a mandatory preparation period in the UK expected to be of ten days and to begin mid-August, for which a small allowance will be paid. The successful candidate will also be encouraged to participate in the QUNO Geneva Summer School (2-14 July 2017) at QUNO's expense.

TO APPLY

All applications must be made on the QUNO Human Rights and Refugees Programme Assistant application form (this is available on the QUNO website). Please save this file with your name and the initials HRR as the filename (e.g. George Fox HRR). Your completed form should be sent by email to qunojob1@quno.ch with "Programme Assistant, Human Rights and Refugees" in the subject line.

If you decide to apply for more than one Programme Assistant position you must apply for each one separately using the relevant form. Please do not send CVs, cover letters or other documents that have not been requested, these will not be forwarded to those who are shortlisting.

All applications will be treated in confidence. Your application will be automatically acknowledged by the email system. We are grateful for all applications, however, we regret that beyond this automated acknowledgement we can only respond to shortlisted candidates. If you have not been invited to interview by 22 May 2017 please consider that your application has not been

successful on this occasion.