

## QUAKER UNITED NATIONS OFFICE GENEVA

<b><u>JOB TITLE:</u></b>	<b>Programme Assistant, Peace and Disarmament</b>
<b><u>LOCATION:</u></b>	<b>Geneva, Switzerland</b>
<b><u>DURATION:</u></b>	<b>1 September 2018 to 31 August 2019 (preceded by ten days preparation in UK from mid-August 2018)</b>

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 Representative for Peace and Disarmament.

### **Background**

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

Our style of work is focussed on "quiet diplomacy". This includes 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.

### **Duties and responsibilities**

The post comprises programme specific responsibilities and general responsibilities as follows:

#### **1) Programme work with Peace and Disarmament**

Assisting the Representative for Peace and Disarmament in her work, including

- general support on current focus areas, which include: nuclear disarmament, the human rights impact of the arms trade and arms transfers, integrating human rights and sustaining peace, with a particular focus on economic, social and cultural rights; business and human rights.
- research and investigation of particular areas of work within peace and disarmament at QUNO
- helping to develop programme strategy

- attending and reporting on UN, NGO and other meetings;
- assisting in organising and participating in meetings at Quaker House and elsewhere;
- representing QUNO at UN and other meetings, as appropriate;
- 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) 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 (keeping donor research up to date and informing staff members of 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 organisations 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 the work of all programmes, including exploring the connections between them. 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 climate change and peace issues 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 peace and disarmament.
- 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 other UN languages is an advantage.
- Verbal and written communication skills are essential.
- Research and analysis skills are essential.
- Self-motivation and the ability to work independently are important
- 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 legal restrictions 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:** Swiss Francs 1,460 per month. In addition, QUNO pays for a single room in a shared, furnished, self-catering flat in an apartment block for students and young professionals and the social costs, benefits and 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 Peace and Disarmament. She is responsible for guiding and reflecting with you on your learning and experience throughout the year including, specifically, in 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 for Peace and Disarmament.

**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 her.

**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: 18 April 2018**

**Interviews: Expected to be held in London, or virtually, on 31 May 2018**

**Starting date:** 3 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 (8-19 July 2018) at QUNO's expense.

## **TO APPLY**

All applications must be made on the QUNO Peace and Disarmament Programme Assistant application form (this is available on the QUNO website). Please save this file with your name and the initials PD as the filename (e.g. George Fox PD). Your completed form should be sent by email to [qunojob2@quno.ch](mailto:qunojob2@quno.ch) with "Programme Assistant, Peace and Disarmament" 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 18 May 2018 please consider that your application has not been successful on this occasion.