



## Quaker United Nations Office

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**JOB TITLE:** Representative, Sustainable and Just Economic Systems  
**LOCATION:** Geneva, Switzerland  
**STARTING DATE:** 8 April 2019 or as soon as possible thereafter

This is a major and exciting opportunity to join the friendly and integrated team of the Quaker United Nations Office (QUNO), a longstanding, influential and unique NGO that works at the United Nations and other international organizations. QUNO Geneva's work is carried out by eight professional staff (Director, four Representatives, three Programme Assistants) with the support of two administrative staff and a communications consultant. The person appointed will scope and pilot a newly evolving programme that will be titled Sustainable and Just Economic Systems. As with all QUNO programmes, the work will be focussed on carefully selected specific aspects of this broad area.

We seek a committed and motivated person with considerable knowledge and experience in international policy work, who is a member of the Society of Friends (Quakers) or in close sympathy with Quaker approaches and who has excellent analytical, visioning and inter-personal skills.

### **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 peace and disarmament; human rights and refugees; and human impacts of climate change. Additionally, QUNO has for many years worked on different specific aspects of economic issues at a global level, including most recently Food and Sustainability.

Our style of work is focussed around "quiet diplomacy" providing intellectual and physical space for building understanding, exploring alternatives, providing information and helping change attitudes, including through off-the-record informal small-group conversations among diplomats, UN staff, NGOs, experts 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.

### **Scope of pilot programme**

The high-level question that we expect to use for this evolving programme is "*What would a global economic system look like if it had peace, justice and sustainability as its focus?*"

The pilot programme would, by the end of 2020, update QUNO's understanding and explore QUNO's potential role in areas from among, but not necessarily limited to, the following that cover the intersecting dimensions of business, trade, climate and food. Note that this is a summary of topics to be explored further; an effective mature programme could not eventually cover all of them.

- The on-going UN negotiations on business and human rights
- The link between trade and sustainable and just economic systems, also as related to sustaining peace, since many new members of the World Trade Organization (WTO) are states emerging from violent conflict
- The links between trade and food security, including the work of the Committee on Food Security (in Rome)
- The role of food and agriculture in the UN climate change negotiations
- The economic sustainability and justice needed to respond to climate change

The pilot programme would particularly scope, explore and test:

- The suitability of QUNO's approach of quiet diplomacy to make a distinct contribution
- The links and alignment with other QUNO programmes
- The gaps not handled by other organizations
- The potential link between multilateral processes in Geneva and the work of Britain Yearly Meeting of Quakers and others on the "New Economy"
- The possibilities of sustainable (partial or complete) funding to take forward beyond 2020 the work of interest to QUNO and Quakers

Exploration would include the initiation or continuation of specific QUNO activities, within the possibilities of time and funds.

### **Duties and responsibilities**

#### **Summary Job Description:**

QUNO seeks a full-time staff member to scope and pilot work on sustainable and just economic systems. The appointee will help continue QUNO's long term Quaker presence at the United Nations, help make international agreements and processes more effective in practice, continue and develop the existing work while examining our priorities, link closely with other QUNO programmes, and help raise funding. The person selected will work closely with the Director of QUNO Geneva to interpret and implement their terms of reference as our understanding evolves.

Everyone at QUNO 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 Quaker UN Summer School in Geneva, sharing administrative duties, preparing information for publication and reporting to QUNO's governing Committee.

### **Required Skills and Experience**

The successful applicant will have:

- Knowledge of and sympathy with Quakers and Quaker methods of working (with membership of the Society of Friends desirable but not a requirement)
- Knowledge of the UN and its processes (required); experience working with international organisations, including the UN and the WTO (highly desirable)
- Demonstrated experience of analytical and creative thinking to vision and prioritize future work programmes; setting and delivering on programme plans coupled with the flexibility to identify and adapt to changing, ambiguous contexts (required)

- A personality suited to listening and learning as well as oriented to taking the task forward boldly and imaginatively (required)
- A relevant postgraduate qualification (or equivalent) in international development, political science, sociology, economics, international law or a related suitable field (required) and progressively responsible professional experience (highly desirable)
- Experience of networking and relationship building (required)
- Strong interpersonal and team skills, including a sense of humour, alongside an ability to work alone and to prioritise and complete tasks on time with minimum supervision (required);
- Experience in fundraising and donor reporting (highly desirable);
- Sensitivity to different cultural and religious backgrounds (required); experience of working in different countries and cultures (desirable)
- Ability to travel (required);
- Demonstrated English writing and speaking skills (the primary working language of QUNO is English) (required); knowledge of other UN languages would be an advantage;
- Computer skills (e.g., Word, Outlook, Excel) (required)

### **Conditions of Service**

**Salary:** CHF 85,000-90,000 gross per annum depending on qualifications and experience. QUNO also provides employer's contribution to social security, pension and accident insurance. The employee is responsible for and required by law to have health insurance.

**Duration:** Once the standard three-month probation period envisioned under Swiss law has been completed, this position is presently limited by funding to finish by December 2020. The contract would provide for three months' notice on either side. Depending on the outcome of this piloting work and the funds available, QUNO may make a long-term commitment to this type of work.

**Holidays:** 27 days per annum, in addition to Geneva public holidays and the period the QUNO office is closed between Christmas and New Year. 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 one month at times agreed in consultation with the Director.

**Location:** The post is based in Geneva, Switzerland. Significant international travel may 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 ticket from the appointee's home base and a modest removals allowance will be paid by QUNO.

**Closing date for completed applications (details below): 7 February 2019**

**Interviews: Anticipated for 7 or 8 March 2019 in Geneva**

**Starting date: 8 April 2019 (or as soon thereafter as possible)**

**Appointment to this post requires the candidate to be legally eligible for employment within Switzerland or the European Union (including at present the United Kingdom). For an exceptionally suitable candidate, who does not presently have that eligibility, QUNO would consider applying for a work permit, in which case an employment offer would be conditional on government approval.**

#### **TO APPLY**

Please send

- your curriculum vitae
- the supplementary information form (see next page)
- a cover letter
- the names and contact details of three referees whom we may contact, including if possible your most recent employer (indicating whether we should ask you before contacting them) and one who is a member of the Society of Friends (Quakers); and
- a sample of something you have written (not more than six pages) of relevance to the position

by email to: [qunojob1@quno.ch](mailto:qunojob1@quno.ch) clearly indicating “Sustainable and Just Economic Systems Representative” in the subject line. If you do not receive an automatic acknowledgement from the email system, please contact the same address.

In your cover letter you should include the following information:

- 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.

Please use the supplementary information form (following page) to provide the details required. If you are unable to save or scan the form, please ensure that this information is presented clearly at the top of your cover letter. ***Applications without this information cannot be considered.***

**All applications will be treated in confidence**

**QUNO Staff Application (Representative, Sustainable and Just Economic Systems)–  
Supplementary information**

Please complete this form electronically, or fill in black and send as a scanned electronic copy.

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**Surname:**

**First name(s):**

**Present address:**

**Email:**

**Tel:**

**Mobile No:**

**NATIONALITY**

**Are you legally eligible to be employed in Switzerland?**

**What is the nationality specified on your passport?**

**QUAKER LINKS**

**Are you a member or Attender of a Quaker meeting?**

**If so, please give the name of your local meeting**

**Have you ever applied for employment to the Religious Society of Friends or to QUNO before? (If so, please give dates and details):**