



# QUNO

Quaker United Nations Office

**JOB TITLE:** Programme Assistant, Peace and Disarmament  
**LOCATION:** Geneva, Switzerland  
**DURATION:** 1 September 2020 to 31 August 2021 (of which the first week is expected to be an induction process in the UK)

The Quaker United Nations Office works from a belief in the inherent worth of every individual. This leads us to work for more inclusive peacebuilding process and the control and disarmament of weapons. This is a junior professional role for a person with an interest in international affairs and the United Nations and an alignment with Quaker values. Working primarily as an assistant to QUNO's Representative for Peace and Disarmament the Programme Assistant will gain experience of how we work to strengthen peacebuilding and disarmament processes, and arms control measures through the United Nations.

## **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 peace & disarmament, human rights & refugees, human impacts of climate change, and sustainable & just economic systems.

Our Peace & Disarmament programme raises up the concerns of social justice linked to peacebuilding and arms control/disarmament, so they are better understood by international policy makers, which leads to stronger international standards.

Our current priorities are:

- More inclusive peacebuilding through the UN
- Enhancing conventional arms control measures
- Building trust in nuclear disarmament

Our style of work is focusses on relationship building, dialogue and partnership, including through:

- Raising awareness and deepening knowledge on our priority issues, for example by writing briefing papers and making oral statements in UN bodies
- Providing expert technical advice, ideas and shared strategizing with colleagues and contacts in civil society, diplomatic missions and the UN system
- A quiet diplomacy approach which creates space for dialogue
- Connecting with other non-governmental organisations and convening formal and informal networks of non-governmental organisations

This role is an opportunity to gain first-hand knowledge and experience of Quaker international work, partly through substantive work on the Peace and Disarmament Programme 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 tasks**

The work of Programme Assistants varies from year to year depending on the priorities of the programme and the competencies of the Programme Assistant. In assisting the Representative for Peace and Disarmament the Programme Assistant's work will include:

- attending and reporting on UN, NGO and other meetings, giving presentations and representing QUNO at such meetings, as appropriate, and writing internal notes and reports;
- helping to develop programme strategy, by helping identify opportunities and sharing analysis on priorities;
- supporting formal and informal networks of NGOs, for example through managing mailing lists, drafting email updates, setting up meetings, taking minutes, coordinating joint positions;
- assisting in organising and participating in meetings and events at Quaker House, online and other venues;
- collecting, reading, analysing, sorting and filing documents;
- supporting all QUNO programmes to engage with peace & security and arms control & disarmament mechanisms and undertaking other cross programme activities;
- writing content for and updating QUNO's website and social media channels
- responding to enquiries by letter, email and telephone.

Depending on the priorities of the Programme and the opportunities in the year, work will probably include:

- researching and writing submissions to the UN (for example for the Working Group on Business and Human Rights or discussions at the Meeting of States Parties of the Arms Trade Treaty);
- investigating and developing a particular area of work, within the programme's priority areas;
- preparing publications or briefing papers through research, writing, editing and liaison on design.

### **2) Additional Administrative and Support Tasks:**

- jointly leading the organization and the logistics and programme planning for QUNO's Geneva Summer School and taking a major role in its delivery;
- assisting with fundraising research, grant proposals and report writing;
- assisting in the arrangements for lunches and other events which take place at Quaker House, including organising catering and clearing up and other tasks around the House;
- arranging travel and other logistics for the Peace and Disarmament Representative and visiting partners;
- 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 database and other tasks related to QUNO outreach activities;
- 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 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.

### **What we are looking for:**

We are looking for someone who can contribute actively to QUNO's administrative and programme work. Commitment to our shared values, willingness to learn, and analytical and writing skills are more important than specialist or academic knowledge. Please use these criteria to structure your personal statement on the application form.

### **Relationship to Quakerism**

- It is not necessary to be a Quaker member or attender to apply, but understanding of Quaker values and sympathy with a Quaker approach to the work are essential. If you are not familiar with Quakers please read some introductory information and consider how Quakerism relates to your values. This is a good starting point: <https://www.quaker.org.uk/about-quakers/our-faith>

### **Knowledge and experience:**

- An active interest in international affairs and the work of the UN is essential (this could be demonstrated through study, work, volunteering or other activities)
- An active interest in peacebuilding, arms control and disarmament is essential (this could be demonstrated through study, work, volunteering or other activities)
- Study, work, volunteering or other activity in relation to one or more of the programme's areas of focus is not essential but is an advantage
- Lived experience of any of the issues the programme covers is not essential but is an advantage

### **Qualifications and Skills:**

- An undergraduate degree or equivalent is essential
- Strong written skills in English are essential (for example essays, briefing papers, articles, social media content (including for blogs) or advocacy materials)
- Strong verbal communication skills in English are essential (for example making presentations, putting your ideas across in meetings, building relationships with people)
- Research and analysis skills are essential (for example essays, briefing papers, articles, advocacy materials)
- Ability to work as part of a small team is essential, being able to get on well with all kinds of people, readiness to share common tasks, a sense of humour and willingness to ask for help can contribute to this
- Spoken French is an advantage, as is knowledge of another UN language

- Experience of donor research and working on funding proposals is an advantage
- Voluntary or paid work experience in catering is an advantage
- Voluntary or paid work experience in an office is an advantage

### **Eligibility to Work in Switzerland**

Due to strict immigration regulations in Switzerland, employees at this level would usually need to be Swiss or EU or EFTA Member State nationals (present arrangements include the UK) or to already have permission to work in Switzerland. For an exceptional candidate with strong Quaker connections not already eligible to work in the EU or Switzerland, but who is a national of a country that participates in the Young Professionals Programme<sup>1</sup>, we would be willing to make a case for their employment to the Swiss authorities. Regrettably we are unable to obtain permission to employ other candidates.

### **Stipend and Benefits**

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 apartment in an apartment block for students and young professionals. The three-bedroom apartment is shared with the other two QUNO Programme Assistants. 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. Added together this is equivalent to a total gross salary of CHF 2678 per month.

The costs of a return ticket from the appointee's home base will be paid.

Paid Holiday: 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 operates on a 40 hour work week in line with Swiss custom. Office hours are normally 9am to 6pm with a one-hour lunch break. There is no paid overtime. If agreed in advance, time worked in addition to the 40 hours is compensated by time off in lieu.

### **Supervision**

Line management is provided by the Representative for Peace and Disarmament. 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.

**Closing date for completed applications: 06 April 2020**

**Interviews: Expected to be held in person or virtually at specific times between 20 and 30 April**

**Starting date:** 1 September 2020 beginning with a preparation period in the UK of one week. The successful candidate will also be encouraged to participate in the QUNO

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<sup>1</sup> Countries presently participating with Switzerland in the YPP are: Argentina, Australia, Canada, Chile, Japan, Monaco, New Zealand, Philippines, Russia, South Africa, Tunisia, Ukraine, USA

Geneva Summer School (5-17 July 2020) 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 **14 April 2020** please consider that your application has not been successful on this occasion.