



QUNO

Quaker United Nations Office

JOB TITLE: Programme Assistant, Climate Change and Sustainability
LOCATION: Geneva, Switzerland
DURATION: 1 September 2021 to 31 August 2022

The Quaker United Nations Office works from a belief in the inherent worth of every individual. This leads us to work on climate change as a peace and justice concern. 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 both as an assistant to QUNO's Representative for Climate Change and the Representative for Sustainable and Just Economic Systems, the Programme Assistant will gain experience of how we work on climate change, sustainability, trade, economic systems, and rights-based approaches in multilateral processes. After January 2022, the work balance within these areas may change depending on funding for the programmes.

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 style of work is grounded in "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. In addition, we use our general consultative status at the United Nations Economic and Social Council at related international bodies to make oral and written statements based on our research and expertise.

The Human Impacts of Climate Change Programme (HICC) is involved in the international climate change negotiations, in human rights (including rights-based approaches for effective, sustainable, and just climate policy), in environmental peacebuilding and security, and in connecting international efforts with grassroots climate action. We publish briefing papers, organise side events, and give talks to Quaker and other grassroots communities, and seek innovative ways to engage people on the urgency and seriousness of climate change, and sustainable economic systems, as a moral call to conscience.

Through its Sustainable and Just Economic Systems (SJES) programme QUNO strives to foster economic systems that improve livelihoods, strengthen resilience, and ensure just transitions to sustainability for the most vulnerable stakeholders. The SJES programme is an evolution and continuation of past QUNO work on Food & Sustainability, and Trade and Development. To this end, we seek human-centric and system approaches in areas such as agriculture & fisheries, economy-environment interactions, and trade & investment.

Duties and Responsibilities

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

1) Programme work with both Human Impacts of Climate Change (HICC) and Sustainable and Just Economic Systems (SJES)

Assisting the Representative for Climate Change (who is based in Bonn, Germany and Newcastle, England) and the Representative for Sustainable and Just Economic Systems (based in Geneva) in their work, including:

- support of current priorities in both the HICC and SJES programmes, including cross-linkages in these areas:
 - for HICC: focus on communication of climate science and ethical consequences; rights-based approaches to climate action; sustainable lifestyles; and transformative economic and social paradigms to help address root causes of climate change and other related social and environmental crises;
 - for SJES: focus on the Trade and Environmental Sustainability Structured Discussions (TESSD), which bring a group of 50+ WTO members together to discuss linkages between trade, circular economy, fossil fuel reform, climate change, and environmental technologies. QUNO is building a consortium with like-minded Geneva-based organisations to support the TESSD;
- research and writing support on the above areas of work;
- writing internal notes and reports;
- collecting, reading, analysing, sorting and filing documents;
- attending and reporting on UN, World Trade Organization (WTO), NGO and other meetings in Geneva and outside Switzerland where possible;
- assisting in organising and participating in meetings at Quaker House, the Bonn office, and elsewhere;
- responding to enquiries by letter, email and telephone;
- acting as main link person between the Representative for Climate Change in Bonn/Newcastle, and Geneva-based staff, including facilitating her participation in virtual meetings.

Depending on funding and other programme opportunities, the work will probably include:

- helping to prepare submissions to the UN, WTO, and other materials;
- presenting a QUNO statement at the Human Rights Council;
- investigating and developing a particular area of work, within the programmes' priority areas;
- helping to develop programme strategy;
- attending UN meetings in Geneva, Bonn and the COP26 in Glasgow.

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 Representatives 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, comfort with and sympathy for 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.
- An active interest in the global trading system, sustainable development, sustainable lifestyles and economic paradigm shifts is essential.
- An active interest in climate change as a moral call to conscience, and an understanding of the root causes and economic drivers of anthropogenic climate change, and related environmental crises is essential.
- (all these could be demonstrated through study, work, volunteering, or other activities)
- 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, further study is not essential but is an advantage.
- 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, 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 or to already have permission to work in Switzerland. For an exceptional candidate from a country in the Young Professionals Programme¹ we would be willing to apply to the Swiss authorities for the relevant visa.

Regrettably, we are unable to obtain permission to employ Programme Assistants who are not nationals of Switzerland, an EU or EFTA Member State or a country participating in the Young Professionals Programme or already have permission to work in Switzerland. Please note that for this reason we currently cannot accept applications from candidates who have only UK nationality unless they already have permission to work in Switzerland for the duration of this appointment.

Salary and Benefits

In line with Geneva's minimum wage the salary is CHF 4017 per month. From this we deduct the following benefits and costs: Swiss social charges and tax; a modest pension contribution; compulsory health insurance; the Geneva canton transport pass; language classes; and the cost of individual studio accommodation at the [Grand Morillon residence](#)². The estimated net income for 2021 after these deductions is approximately CHF 1900 per month³.

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 both, the Representative for Climate Change and the Representative for Sustainable and Just Economic Systems. The Representatives are responsible for guiding you and reflecting with you on your learning and experience throughout the year, including through regular supervision and quarterly review meetings.

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

² Since accommodation can be difficult to find at short notice, QUNO has reserved this accommodation at a cost of CHF 1296 per month for rent and utilities (to be deducted from the salary). This is considered good value in terms of quality and convenient facilities. If an appointed candidate prefers to find their own accommodation, they must advise QUNO by 28 July 2021. After this date, the candidate would be responsible for any cancellation charges.

³ Slightly less for those over 25 years of age.

Closing date for completed applications: 10 May 2021

Interviews: Expected to be held in person or virtually at specific times between 7 and 18 June

Starting date: 1 September 2021. The successful candidate will be encouraged to participate in the virtual QUNO Geneva Summer School (5- 16 July 2021 three hours a day on ten weekdays).

TO APPLY

All applications must be made on the QUNO Climate Change and Sustainability Programme Assistant application form (this is available on the QUNO website). Please save this file with your name and the initials CCS as the filename (e.g. George Fox CCS). Your completed form should be sent by email to qunojob3@quno.ch with "Programme Assistant, Climate Change and Sustainability", 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 6 June, consider that your application has not been successful on this occasion.