



QUNO

Quaker United Nations Office

JOB TITLE: Programme Assistant, Peace and Disarmament
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 for more inclusive peacebuilding processes and the control 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 arms control 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, so they are better understood by international policy makers, which leads to stronger international standards.

Our current priorities are:

- more sustainable and inclusive peace through the UN by enhancing human rights-based approaches to peacebuilding;
- enhancing conventional arms control measures;
- bridging silos at the UN - between arms control, human rights and those working on corporate accountability; but also, between environmental peacebuilding, human rights and security communities.

Our style of work 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 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 calls for inputs from the Office of the High Commissioner for Human Rights (OHCHR));
- 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 or online, including providing technical support, 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;
- taking joint responsibility for QUNO's communication products such as gathering content from colleagues, editing, layout and production of QUNO's *Geneva Reporter*, *Annual Review* and other publications from across all of QUNO's programmes, and developing content for the website and social media for QUNO as a whole (equivalent to one day per week).

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 or from home when remote working is required or recommended.

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 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, 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).
- Experience of two or more of the following is essential: proof reading/copy editing, publication layout (e.g. using InDesign), preparing and posting social media content (Twitter and Facebook), writing news updates for websites, requesting written content and managing deadlines, image research.
- 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 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.

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 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 gunojob2@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 6 June, please consider that your application has not been successful on this occasion.