



QUNO

Quaker United Nations Office

JOB TITLE: Programme Assistant, Human Impact of Climate Change (HICC)
LOCATION: Geneva, Switzerland
DURATION: 1 September 2025 to 31 August 2026

The Quaker United Nations Office views climate change and environmental destruction as a peace and justice concern. We advocate for urgent, transformative, and human rights-based approaches to climate action. 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 the Human Impact of Climate Change (based in Bonn, Germany), the Programme Assistant will gain experience on influencing efforts at the United Nations and related multilateral organizations, in turn to communicate international with local and regional efforts.

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.

We work across UN and Intergovernmental processes to better integrate international climate policy efforts with human rights, the latest climate science, and care for the poorest, most vulnerable and all future generations. We view urgent, healthy and fair transformation of root causes driving climate change as a moral call to conscience to protect people and nature. We openly challenge money, power and securitization efforts that maintain unsustainable and unjust economic, political and social systems. We actively seek to improve rights-based participatory approaches that are anti-racist and anti-colonial, both externally and in our own work. Our current priorities are:

- Approaching global efforts for urgent, healthy and transformative climate change action as a peace and justice concern.
- Working through multilateral bodies including at the UN Framework Convention on Climate Change (UNFCCC), the Intergovernmental Panel on Climate Change (IPCC), and the UN Human Rights Council (HRC).
- Implementing a grant to both maintain and deepen advocacy for a mitigation hierarchy prioritizing urgent, transformative, effective and ethical climate policies that promote peace, justice, and eco-system health. This includes greater stakeholder engagement on IPCC findings for options which promote well-being and planetary health. In turn, greater awareness of dangerous risks related to reliance on large scale 'techno-fixes' that fail to address root causes driving planetary crises.

- Advocating for human rights-based approaches to climate action, including their role in peacebuilding during increased stresses on natural resources;
- Implementation of a human right to a healthy environment;
- Communication of the latest climate science, including energy transformations, sustainable economic and agriculture systems, behaviour and individual consumption change;
- Challenge to militarized/secured responses to climate change, and reliance on 'techno-fixes', also known as geo/climate engineering which pose novel risks and delay rapid reduction of fossil fuels and other lucrative emission drivers;
- Engaging local and inter-faith efforts in ethical, moral and spiritual climate efforts.

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;
- Connecting with local and regional climate advocacy and inter-faith groups.

This role is an opportunity to gain first-hand knowledge and experience of Quaker international work, partly through substantive work on the Human Impacts of Climate Change 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 work with Human Impacts of Climate Change (HICC)

The work of Programme Assistants varies from year to year depending on the priorities of the programme and the competencies of the Programme Assistant. Assisting the Representative (who is based in Bonn) in her work, to include:

- support of current priorities, including: 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 environmental crises.

- research and writing support on the above areas of work;
- investigating and developing a particular area of work, within the programme's priority areas;
- helping to develop programme strategy;
- attending and reporting on UN, NGO and other meetings in Geneva and Bonn;
- assisting in organising and participating in meetings at Quaker House, the Bonn office, and elsewhere; writing content for and updating QUNO's website and social media channels;
- 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;
- acting as main link person between the Representative for Climate Change in Bonn and Geneva-based staff, including facilitating her participation in virtual meetings.
- maintaining the HICC wordpress, writing and delivering monthly mailchim updates, and developing and uploading HICC news for the website and social media.

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 Human Impacts of Climate Change Representative and visiting partners;
- helping to develop programme strategy, by helping identify opportunities and sharing analysis on priorities, including following current developments and threats to the UN human rights system and multilateral processes more broadly and ongoing improvement in relation to equality, inclusion and diversity;
- 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 contacts database and other tasks related to QUNO outreach activities;

- where needed, contributing to production of QUNO's *Geneva Reporter* and *Annual Review*.

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, 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/ourfaith>

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 climate change, sustainable behaviour, human rights and care for the poorest are 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 an advantage
- Strong writing 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 any of the following is an advantage: proof reading/copy editing, publication layout, preparing and posting social media content (Twitter and Facebook), writing news updates for websites, image research
- 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.

Salary and Benefits

The gross salary is CHF 4,455.36 per month. From this we deduct the following benefits and costs: Swiss social charges and tax; and a modest pension contribution. The

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

estimated net income for 2025 after these deductions is approximately CHF 3,620 per month¹. You will have to pay for compulsory health insurance for Switzerland.

Whilst you may wish to secure your own accommodation; QUNO has reserved individual studio accommodation at the [Grand Morillon residence](#).²

The costs of a return ticket from the appointee's home base will be paid. In addition, QUNO offers a limited budget for French language classes for Programme Assistants.

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 the Human Impact of Climate Change.

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. If agreed in advance some flexible working (i.e. adjusted hours or remote working) may be possible. There is no paid overtime. If agreed in advance, and time worked in addition to the 40 hours can be compensated by time off in lieu.

Supervision

Line management is provided by the Representative for the Human Impact of Climate Change. 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: Sunday, 11 May 2025

Interviews: Expected to be held in person or virtually at specific times in the week of 2 June.

Starting date: 1 September 2025. The successful candidate will be encouraged to participate in the virtual QUNO Geneva Summer School (7-18 July 2025 four hours a day on ten weekdays)

¹ Slightly less for those over 25 years of age.

² Since accommodation can be difficult to find at short notice, QUNO may be able to help the candidate secure an individual studio accommodation at the Grand Morillon residence, at a cost of approximately CHF 1431 per month for rent and bills. 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 22 July 2025. After this date, the candidate would be responsible for any cancellation charges.

TO APPLY

All applications must be made on the QUNO Human Impact on Climate Change application form (this is available on the QUNO website). Please save this file with your name and the initials HICC as the filename (e.g. George Fox HICC). Your completed form should be sent by email to gunojob2@quno.ch with “Programme Assistant, the Human Impacts of Climate Change” 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 for that post. 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 28 May, please consider that your application has not been successful on this occasion.