



Position: Assistant Researcher (100%)

The United Nations Institute for Disarmament Research (UNIDIR) is hiring an assistant researcher for the project “International Assistance for Implementing the UN Programme of Action on the Illicit Trade in Small Arms and Light Weapons”. In this third phase of the project, UNIDIR is refining the structure and substance of a web mechanism that will help states and practitioners identify and match available resources with the needs of states to effectively address the illicit trade in small arms and light weapons (SALW).

The activities of the project entail finalizing a checklist to help states identify their priority requirements for implementing the Programme of Action (PoA); testing the checklist and universal applicability of the needs-to-resources mechanism in a case study in the Pacific region; and finalizing the design of the mechanism. The case study in the Pacific will also explore the issue of small arms and light weapons in relation to development assistance.

The position is for 7 months and the incumbent may be required to participate in field research for a 5–7 week period around September 2008.

Description of Responsibilities

Working under the supervision of the Project Manager, the Assistant Researcher will have the following administrative and research duties:

- conducting research on small arms issues, including best practices and links to development assistance;
- organizing the administrative and logistical aspects for field work in the Pacific region;
- assisting in interviews, transcribing notes, report-writing and contributing to the analysis of findings and the development of recommendations;
- drafting financial and narrative project reports and funding proposals, as appropriate; and
- assisting the Project Manager with other duties as requested.

Qualifications Required

The successful candidate will need:

- a degree, preferably Master’s level, in international relations, political science, history, development, humanitarian law or a related field;
- experience working for an NGO or an international organization, preferably in a developing country;
- strong research and analytical skills;
- excellent administrative and organizational skills;
- an understanding of the discourse on small arms issues as well as security, development and humanitarian issues;
- excellent communication and interpersonal skills, especially cross-cultural communication;
- an excellent command of English, both written and oral; a good command of another UN language is an asset;

- experience organizing field missions and preparing financial and narrative reports;
- experience with conducting interviews and structuring the results;
- knowledge of the Pacific region (specifically Fiji, Papua New Guinea, Solomon Islands, Tonga, Vanuatu) is an asset;
- proven IT skills, especially competence with Microsoft Excel and Access databases; and
- initiative and confidence to work with little direct supervision.

Terms

The Assistant Researcher will work at the Institute, located at the Palais des Nations in Geneva, Switzerland.

Salary: CHF 5,500–6,700 per month (which includes the Institute's contribution to the medical and pension plans of the candidate's choice), depending on experience. No relocation expenses will be paid by the Institute.

Starting date: 1 July 2008.

The appointment shall be for a fixed duration of seven months, with a three month probationary period.

Application procedure

The deadline for submission of applications is Monday, 2 June 2008.

Send an introductory letter, CV and contact details of three references by email to application-unidir@unog.ch. **Include "Assistant Researcher Application" in the subject line.** Short-listed candidates will be asked to submit a short writing sample.

Interviews will be conducted by phone starting 10 June 2008.

Only short-listed candidates will be contacted. No phone calls or e-mails will be accepted concerning this position.

About UNIDIR

The United Nations Institute for Disarmament Research develops practical ideas for building peace and security through forward-looking analysis on disarmament and security issues.

UNIDIR's activities address the entire security spectrum—human, regional and global security—and seek to strengthen linkages to areas such as human rights, humanitarian law and public health. The Institute's work encompasses a diverse range of issues, from small arms to weapons of mass destruction, from the reintegration of former combatants to preventing an arms race in outer space.

Through its research projects, publications, conferences and expert networks, UNIDIR serves as a bridge between decision makers, researchers, practitioners, civil society groups, Member States and United Nations agencies to promote creative thinking and dialogue on both current and emerging security challenges.

Established in 1980 by the General Assembly as an autonomous institute within the United Nations, UNIDIR is based in Geneva, the international centre for security and disarmament negotiations, the Conference on Disarmament, and humanitarian agencies.

UNIDIR is funded by voluntary contributions from governments and foundations. This ensures the Institute's freedom to conduct impartial and balanced research and provide policy recommendations to actors in the United Nations system and beyond.