



Position: Assistant Researcher (50%)

UNIDIR is seeking a half-time Assistant Researcher for a new project to analyse international efforts to address the humanitarian effects of cluster munitions. This project will produce an analytical history of the so-called Oslo Process for a treaty banning cluster munitions that cause unacceptable harm to civilians, as well as lessons-learned events with multilateral practitioners such as government policy makers and relevant civil society actors. To this end, the project will build upon and apply findings from UNIDIR's project *Disarmament as Humanitarian Action: Making Multilateral Negotiations Work*, and work in collaboration with the Geneva Forum on the Disarmament Insight initiative (www.disarmamentinsight.blogspot.com). The position is for a six-month period, renewable for a further 10- to 12-month period pending a performance review and available funding.

Description of responsibilities

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

- managing the project's administration, including its finances, and working with other UNIDIR staff to achieve the project's aims;
- assisting in organization of travel, meetings and external events associated with the project, the Disarmament as Humanitarian Action project and the Disarmament Insight initiative;
- helping to carry out the project's research through assisting with the analysis of findings, the development of recommendations and report writing;
- assisting in maintaining web resources related to the project, such as the Disarmament Insight initiative web site, and contributing material to the Disarmament Insight blog on at least a monthly basis;
- providing guidance to project-related visiting fellows and interns and, on request, assisting in the hiring and supervision of the latter;
- acting as point-of-contact for the project in Geneva; and
- assisting the Project Manager with other duties as requested.

Qualifications required

The successful candidate will need:

- a degree, preferably post-graduate, in international relations, political science, history, development, humanitarian law or a related field;
- an understanding of the discourse on cluster munitions, explosive remnants of war and landmines, as well as security, development and humanitarian issues;
- experience with arms control/disarmament, development and human rights issues, and specific knowledge about cluster munitions, landmines and explosive remnants of war;
- experience working for an NGO or an international organization, preferably the UN;
- strong research and analytical skills;
- excellent communication and interpersonal skills, including cross-cultural communication;
- an excellent command of English, both written and oral, and a good command of French (knowledge of other official UN languages would be an advantage);
- exceptional administrative and organizational skills;
- proven IT skills, especially competence with Microsoft Excel, and familiarity with web authoring and website management; 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 3,370 per month (which includes the Institute's contribution to the medical and pension plan of the candidate's choice). **No relocation expenses will be paid by the Institute.**

Starting date: 7 April 2008, date negotiable.

The appointment shall be for a fixed duration of six months, with the possibility of renewal for up to a further 12 months pending successful performance and available funding. There is a three-month probationary period.

Application procedure

Applications should be sent via post and addressed to "DHA Project Manager, UNIDIR, Palais des Nations, 1211 Geneva 10, Switzerland". **No electronic applications will be accepted.**

Only complete applications (an introductory letter, CV, the name and contact details of three references, and one writing sample of 10 pages) will be considered. The introductory letter should note the earliest availability of the applicant.

The deadline for submission of applications is **Friday, 29 February 2008**. Only short-listed candidates will be contacted.

Interviews will be conducted by telephone starting 10 March 2008.

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.