



United Nations Institute for Disarmament Research
Institut des Nations Unies pour la recherche sur le désarmement

Palais des Nations
CH-1211 Genève 10
Switzerland
www.unidir.org

Position: Project Assistant (100%)

UNIDIR is seeking a full-time Project Assistant to work on the project "Security Needs Assessment Protocol" over a 12-month period, renewable for a second year pending a performance review and available funding. The project aims to build a new system within the UN for the timely provision of culturally specific security-building knowledge for the benefit of field managers who are designing and planning security-related projects. It aims to complement the work of UN/World Bank Joint Assessment Missions by contributing security analysis, and to assist field staff in the delivery of security, development and humanitarian assistance.

Description of responsibilities

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

- Assist in the organization and execution of project-led meetings and external events.
- Assist the Project Manager and Lead Researcher in keeping financial records.
- Assist UNIDIR staff and Project Manager in donor reporting and donor relations.
- Assist in the organization and preparations for field assessments.
- Assist in the planning of field missions and be prepared, on request, to visit field sites to assist in research and logistics.
- Assist the Project Manager in conducting primary research into the "state of the art" of community-level needs assessments by implementing agencies (UN, regional, and national).
- Assist the Lead Researcher in conducting a complementary study of scholastic approaches to cultural research relevant to assessing community-level security needs.
- Assist in the drafting of reports, minutes of meetings, communications and other matters.
- Assist with briefing other agencies (UN, regional, and national) about UNIDIR's work.
- Write, present and publish (as appropriate) original research.
- Assist in outreach activities to governments, UN agencies, and key implementing agencies in the fields of security, development and humanitarian action.
- Help UNIDIR develop follow-on activities derived from SNAP.
- Provide guidance to interns and, on request, assist in their hiring and supervision.

Qualifications required

The successful candidate will need:

- A graduate degree (MA or equivalent), preferably in development studies or cultural research (anthropology, ethnography, communication and similar fields will all be considered). Other subjects such as history, political science and conflict studies may be considered.
- Two or more years of professional work experience with field experience is required.
- Familiarity with some or all of the following subjects is desirable: small arms and light weapons, DDR, security sector reform, landmines, conflict prevention, post-conflict recovery, and humanitarian field operations.
- Administrative or managerial experience is strongly favoured.

- Working language of the team is English and superb writing and communication skills are required. Fluent French with writing skills is strongly favoured.
- Experience working with governments or international organizations is a plus.
- Demonstrated ability to work independently and creatively in a complex environment is essential.

Terms

The Project Officer will work at the Institute, located at the Palais des Nations in Geneva, Switzerland.

Salary: 74,000–78,000 CHF per year (the Institute is not responsible for medical insurance, pension, or relocation expenses).

Starting date: November 2006, date negotiable

The appointment shall be for a fixed duration of 12 months, renewable for a second 12 months pending successful performance and available funding. There is a three-month probationary period.

Application procedure

Applications should be sent by e-mail to application-unidir@unog.ch with “SNAP Project Assistant” in the subject line. (If the applicant has limited Internet access, applications can be posted to the attention of “SNAP Project Manager”, UNIDIR, Palais des Nations, 1211 Geneva 10, Switzerland.)

Only complete applications (an introductory letter, CV, the name/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 **Thursday, 2 November 2006**. Only short-listed candidates will be contacted.

Interviews will be conducted by telephone starting 6 November 2006.

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.